**Job Title**  
New Hall Art Collection Curator – Part-time (70%)  
Fixed Term: 3 years

**Reports to:**  
College Administrator

**Salary:**  
Band 5 - between £30,000 and £31,000 per annum FTE

**Location:**  
Murray Edwards College, Cambridge

**Financial responsibility:**  
Works with the annual budget of c. £15,000. Budget is held by the College Administrator.

**Hours:**  
Part-time – 26.5 hours per week

**Working environment:**  
Mainly office based, including tours of the College, occasional local, regional or international travel.

**Main functions of post**

The New Hall Art Collection (NHAC) is an internationally recognised collection of contemporary art by women. The aims of the Collection are:

- To be a collection of international quality and interest of works by women artists, reflecting the ethos of the college as a place of outstanding education for women.
- To inspire those who live and work in the College and to stimulate an understanding and appreciation of the social, political, cultural and intellectual aspects of art.
- To provide access to important art by women for local, national and international individuals and groups.

The Curator is the main person enabling the College to deliver on these aims, working in close collaboration with the President, the College Administrator, the Chair of the Art Committee and the Director of Development as well as members of College’s Art Advisory Board.

The Curator is the main point of contact for the Art Collection, with responsibility for public engagement and ensuring that the Collection is at the heart of College activity.
Responsibilities

The main responsibilities of the post are to:

Strategy
- Deliver and develop the Collection’s Forward Plan.
- Work closely with the Director of Development, to develop and deliver on a strategy to maximise the fundraising for the NHAC. This will involve using own networks and contacts to advise the Development Office on prospects. Where appropriate, the Curator will undertake visits and events to foster donations.
- Lead on Audience Development and Outreach Strategy for the Collection.
- Develop a Conservation Strategy for the Collection
- Work with the President, Director of Development and Chair of Art Committee to extend the international reach of the Collection.

Reputation
- Promote the New Hall Art Collection regionally and internationally through the development of relationships with external advisors and financial supporters, attending events in the UK and abroad.
- Advocate for and represent the College to leading art organisations in the UK and, when appropriate, internationally.
- Create a strong network of contacts in major national and international galleries and museums in order to raise the profile of the Collection, including with leading artists and their galleries or estates.
- Identify opportunities to place the Collection works in exhibitions in significant museums or galleries, and on occasion to deliver lectures in order to promote the collection.
- Work with the Head of Communications on press coverage of the Art Collection by specialist and non-specialist media.
- Develop local partnerships (for cross-programming) to promote the collection through educational outreach (e.g. through University faculties, Kettles Yard and Anglia Ruskin University)

Collection Management
- Be responsible for day to day care and conservation of the Collection.
- Support the College Administrator with website and database maintenance.
- Prepare and deliver Arts Council England accreditation return, if appropriate.
- Seek acquisitions for the Collection, liaising with the Art Committee and Advisory Board.
- Supervise contracted art technicians, volunteers and interns to assist in this work as appropriate.
- Work with the Head of Communications on Collection publications.
- Provide tours of the Collection.
- Represent the Art Committee on relevant committees.
Requirements

Knowledge and experience
- MA degree in a relevant field, such as Museum Studies or Art History (essential)
- Three years’ professional experience of curating art or museum collections (essential)
- Professional experience of public relations and/or development (desirable)
- Experience of commissioning artwork (desirable)

Personal skills
- Excellent written and verbal and social communication skills
- Solid organisational and administrative abilities
- Good team-working skills
- Ability to liaise well with a range of roles within the College, from organisational and departmental leaders to students
- Ability to build rapport quickly with internal and external stakeholders and with visitors to the College
- Flexibility to deal with a heavy workload and work to tight deadlines, often unsupervised. Ability to prioritise and work with team leaders to manage priorities.
- Attention to detail
- Energy, flair, adaptability and a willingness to learn

Terms and Conditions

Normal hours of work for this post are 26.5 hours per week. Staff are entitled to free lunches on days at work when College kitchens are open, parking during working hours and use of College sports facilities. A contributory pension scheme is available. There will be a need occasionally to travel and attend evening and weekend events and meetings. Overtime will not normally be paid but time in lieu may be taken. There are 17.5 holiday days per year plus any bank holidays that fall on a normal working day.