# New PCC Logo for Letterheads (colour)

# EMPLOYEE SPECIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Dept: Customer Services** | | **Section: Cultural Services** | |
| **Post No:**  **COMU01023** | **Designation:**  **Assistant Curator** | | **Grade: G6**  (SCP 12-15) |
| **QUALIFICATIONS**  E: Minimum 5 GCSEs including English and Maths or equivalent  D: Degree-level qualification in arts/museum studies or a related field | | | |
|  | | | |

|  |
| --- |
| **Knowledge/Skills/Abilities:**  E: Significant experience of relevant work in an arts or cultural environment  E: Experience of working with museum and/or art collections.  E. Experience of collections care and management, including documentation work.  E: Ability to take responsibility for allocated collections.  E: Experience of handling collections within a museum/gallery environment.  E: Experience of collections interpretation and access, including curating displays.  E: Working knowledge of MODES or a similar collections management system.  E: Knowledge of MDA Spectrum guidelines and ACE Accreditation standards  E: Commitment to equality, inclusion and diversity  E: Excellent administrative and verbal/written communication skills.  E: Excellent interpersonal communication skills  E: Ability to work as part of a team and under own initiative.  E: Effective organisational and time management skills  E: Experience of financial procedures including Purchasing Orders, invoices and working to a set budget.  D: Experience of working on a cultural capital project.  D: Experience of co-production of displays with local communities.  D: Experience of working with collections in any of the following fields: fine arts; decorative arts; contemporary art; history.  D: Experience of working with volunteers including supervision.  D: Experience of delivering Activity Planning aspects of National Lottery Heritage Fund projects  D: Experience of local authority practice and procedure. |
| **Special Requirements**  E: A commitment to embedding community empowerment principles in the working practices and organisational culture at the Harris.  E: Commitment to continuous improvement in service delivery.  E: Commitment to own personal and professional development and to undertake appropriate training and development as appropriate  E: Able to work out of hours on occasion. |
| Date produced: April 2025 |