# New PCC Logo for Letterheads (colour)

# EMPLOYEE SPECIFICATION

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| **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 |
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| **Knowledge/Skills/Abilities:**E: Significant experience of relevant work in an arts or cultural environmentE: 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 standardsE: Commitment to equality, inclusion and diversityE: Excellent administrative and verbal/written communication skills. E: Excellent interpersonal communication skillsE: Ability to work as part of a team and under own initiative. E: Effective organisational and time management skillsE: 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 projectsD: 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 appropriateE: Able to work out of hours on occasion. |
|   Date produced: April 2025 |