# New PCC Logo for Letterheads (colour)

# JOB

# OUTLINE

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| **Dept: Customer Services** | **Section: Cultural Services** |
| **Post No:** **COMU01023** | **Designation:** **Assistant Curator**  | **Grade: G6**(scp 12-15) |
| **Purpose of Role*** To provide curatorial support to the programme and collections team during the delivery of the Harris Your Place capital project.
* To work as an effective member of the programme and collections teams, whilst also demonstrating initiative and independence.
* To support the delivery of the Harris Your Place Activity Plan.
* To assist with new approaches to co-production with communities and stakeholders
* To assist with the condition checking, packing, movement, and storage of collections in the off-site collections store and the Harris.
* To support content development for the design and interpretation of the Harris.
* To assist with the development, delivery, and management of community-based displays.
* To assist with the development and delivery of displays at The Harris.
* To support marketing colleagues in the provision of collections-related content for the website and social media purposes.
* To assist with collections care and management.
* To facilitate collections conservation prior to display
* To assist with the condition-checking, movement, and installation of collections for display at the Harris prior to re-opening.
* To assist with the condition-checking, movement, and re-storage of collections at the Harris prior to re-opening.
* Work with curatorial team and volunteers to provide collections management to appropriate standards during the project.
* To work effectively and efficiently with external project team members.
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| **Main Duties/Responsibilities:*** Work with the curatorial team to safely recant collections from the external stores, to The Harris prior to reopening, including documentation, condition-checking, packing, unpacking and re-storage.
* Work with the Curatorial Team to deliver a programme of displays within The Harris and partner organisations.
* Support the digitisation of collections to create content for interactives at the Harris and on-line access.
* Undertake collections research to support content development for design and interpretation purposes, including for digital content.
* Undertake image research to support content development for design and interpretation purposes, including for digital content.
* Secure copyright clearance and permissions for use for above.
* Provide text for object labels.
* Provide collections-related information to external project team members as required.
* Facilitate collections conservation work prior to display.
* Work with the curatorial team and other project team members to prepare and install displays prior to opening.
* Support the preparation of new displays, including working with partners and audiences
* Work with the curatorial team and other project team members to prepare collections for re-storage prior to opening.
* Provide marketing colleagues with collections information for promotional purposes.
* Support the delivery of the contemporary arts programme during closure.
* Undertake routine collections management and care duties.
* Supervise and manage collections volunteers, ensuring collections care and standards are met.
* Take responsibility for allocated elements of the collections working under the supervision of the curatorial team.
* Assist the curatorial team with financial tasks including raising purchase orders, processing invoices and working to set budgets.
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