# 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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