**Culture Coventry Trust**

**Herbert Art Gallery & Museum**

**Jordan Well**

 **Coventry**

 **CV1 5QP**

**JOB DESCRIPTION**

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| **Job Title:** | Exhibitions Curator |
| **Reporting to:** | Exhibitions Manager |
| **Responsible for:** |  |

**SCOPE**

Culture Coventry Trust and Coventry Sports Foundation are operating as CV Life, so that the scope of this Job Description as a CV Life document extends to cover the employment of employment contracts held with either Culture Coventry Trust or Coventry Sports Foundation.

**OVERALL PURPOSE AND OBJECTIVE OF THE ROLE**

To support the Exhibition & Events team to deliver Culture Coventry’s highly ambitious and high-profile exhibitions programme.

You will be working as part of an interdisciplinary team comprised of internal and external partners including high profile national and international partners.

**RESPONSIBILITIES FOR ALL EMPLOYEES**

* To embrace and lead by example on the Company’s key values of PRIDE, PASSION and PERFORMANCE or those that might at any time be subsequently re-defined.
* To support the Company’s commitment to providing a safe environment for children, young people and vulnerable adults, ensuring awareness of the Company’s Safeguarding Policy, Procedures and Practice Guidance, and to be vigilant, reporting any safeguarding concerns without delay.
* To undertake all duties and fully comply with all of the Company’s general standards and those relating to the specific requirements of the role.
* To take care of their own health and safety and that of others who may be affected by their actions at work, and to co-operate with health and safety matters to help everyone meet their legal requirements.
* To co-operate with managers and colleagues to ensure environmental responsibilities are complied with.
* To carry out tasks at a range of sites that are either operated or managed by the Companies / Trusts or where services are delivered by the Companies / Trusts
* To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities within the Companies / Trusts. To generally help promote the work and public image of the Companies / Trusts, always maintaining high standards of customer service and personal appearance.
* To attend and fully engage with all internal training and development requirements and opportunities, and maintain such qualifications as required by the demands of the role.
* To interact positively with customers adopting a friendly and professional approach at all times.
* To comply with the General Data Protection Regulations when dealing with, maintaining, sharing and storing information.
* To undertake other duties as specified, which are appropriate to the qualifications, experience and general level of the post.

**MAIN DUTIES OF THE ROLE**

1. To assist with organising and realising exhibitions, such as: managing projects, organising contracts, documentation, content, interpretation, presentation, transportation, insurance, and carrying out installation and de-installation.
2. Liaise with internal interdisciplinary stakeholders to ensure effective and efficient project delivery.
3. To work with community partners to ensure Coventry residents have a voice in our programme and feel connected.
4. Utilising the Impact and Insight Toolkit, monitor visitor, stakeholder and peer feedback and contribute to evaluations of exhibitions and events.
5. To maintain accurate records of all expenditure on exhibitions, checking financial reports and documentation from suppliers.

**Within areas of responsibility:**

1. To embrace and lead by example on the Company’s key values;
2. Identify and review risks with your Line Manager as part of the organisational risk register;
3. Contribute to the ongoing review and development of the Trust’s policies and procedures to support continuous improvement;
4. Ensure adherence to all Trust policies and procedures;
5. Ensure your teams comply with and understand all Health & Safety policies and requirements;
6. Support and input into the organisational digital strategy as required;
7. Ensure adherence to the GDPR in respect of all data collected and maintained.
8. To promote Equality and Diversity and ensure full compliance with Company policy.
9. To undertake other duties and provide short-term cover where necessary, as specified by Management, which are appropriate to your qualifications, experience and general level of your position.

This Job Description is neither exhaustive nor exclusive and may be reviewed and updated depending upon operational requirements and staffing levels.

**Date Created: 22/8/2019**

**Date Reviewed: 5/11/2024**

**PERSON SPECIFICATION**

**Essential Personal Attributes**

* An audience focused approach with a sensitivity to equality and diversity.
* Work collectively and collaboratively across departments.

**Essential Knowledge and Experience**

* A degree in a subject relevant to the role or demonstrable equivalent experience.
* Experience of working with community groups and supporting volunteers and students.
* Experience of working with professionals, Including curators, conservators, event organisers, exhibitions designers and marketing staff.
* Experience of working as part of an interdisciplinary team on large-scale projects
* Experience of budget management.
* Ability to work under pressure, with a strict eye for detail and deadlines.
* Ability to work effectively with a range of stakeholders and current/potential partners
* The ability to think creatively and to problem solve.
* Knowledge of the issues, standards and current practices in arts and heritage.
* Knowledge of the statutory framework such as Data Protection 2018, Freedom of Information Act 2000 and Intellectual Property Legislation.

**Essential Special Skills**

* Strong ICT skills covering office packages, digital asset systems and databases.
* Strong data management and analytical.