



# The West House and Heath Robinson Museum Trust Job Description

Job Title: Assistant Curator  
Location: Heath Robinson Museum, Pinner  
Contract: Fixed term; 12 months with possibility of extension  
Reports to: Curator  
Direct Reports: Collections Volunteers  
Salary: £18,400 pa (£23,000 FTE)  
Hours: 32 hours per week

## Background

William Heath Robinson is an artist of international standing whose work is integral to the fabric of British cultural heritage. The Trust's collection is the only significant holding in public ownership. The Museum is a centre for the understanding and appreciation of his life and work and a base for the study of illustration as an art form. The Museum contains: a collection store, research space and workshop; a permanent exhibition of the life and work of William Heath Robinson; a gallery for temporary exhibitions; and an activity room for visitors and education groups. The Museum conserves a collection of national importance; seeks to improve the accessibility of that collection; generates revenue to support the ongoing conservation and use of the collection. An ambitious activity programme informs, inspires and entertains people from all parts of the local community and reaches audiences at regional, national and international levels.

## Collection and Exhibitions Team

The C&E Team realises an ambitious programme of temporary exhibitions, including the production of catalogues to accompany these events. It is also responsible for the care of the William Heath Robinson Trust (WHRT) collection of original artwork and related letters, ephemera, publications and artefacts. It maintains a Modes collection management database and records of loans to and from the museum. The Team consists of the Curator (V), an Assistant Curator, a registrar (V) and a small group of volunteer assistants in collection management and exhibition installation.

## Role

The Assistant Curator works with a small and busy team on the realisation of exhibitions with lenders and arts institutions, delivering exhibitions that inspire, entertain and inform our visitors.

Tasks will include:

- the organisation of transport and insurance;
- registrarial duties;
- the production of catalogues.
- contribute to the development and promotion of loan exhibitions drawn from the WHRT collection.
- provide guidance or talks to group visits;

- as a member of the C&E team, the Assistant Curator will contribute ideas to the Museum's programme;
- support the Museum's collegiate work environment;
- liaise with other teams and with other museums and galleries.

### **Duties & responsibilities**

The Museum aims to present four major exhibitions per year. These may present aspects of Heath Robinson's work, elucidate the environment in which he worked, demonstrate the influence that he had on succeeding generations or present aspects of the history of illustration. The programme is devised by the Curator in discussion with colleagues in the C&E and Learning teams. Exhibitions are accompanied by publications, a dedicated public programme, and merchandise. The Assistant Curator will also work on maintaining the collection documentation and improving access to the collection, and will provide information to the Marketing team.

### **Person Specification**

#### Essential

- Degree in a relevant subject such as Art History, Theory or Practice, or extensive equivalent experience
- Demonstrable experience of arts administration
- Excellent organisation skills and impeccable attention to detail
- Good proven computer skills with experience of Microsoft Office
- Ability to work as part of a team and independently, remaining calm under pressure
- Quickly find your feet in a fast-paced work environment
- Excellent communication and accuracy in written communication
- Good negotiation skills and the ability to handle sensitive situations with diplomacy

#### Desirable

- Experience of Modes collection management database
- Experience with the care and handling of art works
- Experience of condition reporting and packing procedures
- Experience of publishing in print and/or online

### **Other Information**

Annual leave entitlement is 23 days, including Bank Holidays, taken by mutual agreement with the Museum Manager and Curator (Full-time equivalent 28 days).

A staff appraisal system is used, with a performance review annually.

Two months' notice of resignation must be given.

The post is subject to 3 months' probation.

### **To apply:**

Please fill out an application form and email to [welcome@heathrobinsonmuseum.org](mailto:welcome@heathrobinsonmuseum.org)

Application forms can be found at <https://www.heathrobinsonmuseum.org/staff-vacancies/>

CV's will not be accepted

Closing date for applications: Monday 19<sup>th</sup> September 2022, 8:00am

Interview date: Wednesday 28<sup>th</sup> September 2022