JOB DESCRIPTION

Job Title: Exhibitions Curator

Department / Unit: Library Services

Grade: 7

Accountable to: Deputy Director of Library Services

Purpose of the Post

Provide a significant contribution to the development of an exhibition programme intended to showcase Royal Holloway’s collection of art, objects and archives, student output and academics’ research, and to exploit the potential afforded by the exhibition space to attract loans from other galleries.

Take responsibility for managing specified exhibitions and for directing any associated curatorial support staff, volunteers, and external advisers and consultants.

Undertake research into agreed exhibitions, potential exhibitions, individual artists, paintings, themes and ideas to support the programme of exhibitions.

Provide reports, presentations and information to the Exhibitions Committee which will have oversight of the development of the Exhibition Strategy and Exhibition Programme.

Key Tasks

- Participate in and contribute to discussions and the generation of ideas in the formulation of the Exhibition Strategy and associated Exhibition Programme;

- Deliver loan exhibitions as approved by the Exhibitions Committee. This will require building and maintaining a network of contacts with potential lenders – individuals and institutions – making visits and negotiating loans, searching out and selecting works, discussing and reaching agreement, setting and agreeing timetables;

- Build a network of connections across the academic departments to attract exhibitions and events which showcase the academic output of the College’s students and staff, and provide a space for interdisciplinary activities;

- Steer exhibition projects from initial development through to completion, including exhibition design and installation; lighting; working closely with art handlers and conservators to oversee the successful and timely installation of the exhibitions;

- Provide advice, or obtain appropriate advice, relating to how artworks, archives and objects are displayed in order to ensure their conservation and protection;
• Undertake collections-related research related to the exhibition programme and other related material in order to produce interpretation material;

• Work closely with Communications Department to promote exhibitions;

• Take day-to-day management responsibility for exhibitions, including the appropriate security and supervision, delegating where possible;

• Day-to-day supervision of volunteers and other support staff: delegating tasks, providing instruction and guidance and providing personal development opportunities;

• Prepare and deliver high quality presentations, lectures and gallery talks for sponsors, visitors and the public;

• In line with the Communication Department’s guidelines, answer press queries, provide press interviews and press releases; write for external publications as appropriate to increase the public visibility of the exhibition programme;

• Contribute to College teaching programmes which contain a curatorial element, where requested by academic departments;

• Identify and draft potential funding bids based on the exhibition programme, liaising also with the College’s Development department to build relationships with possible benefactors;

• Contribute to the formulation of budgets and forecasts for exhibition costs, working with the Associate Director (Academic & User Services);

• Work with Facilities Maintenance’s joiners and painters, and other staff and contractors to treat the exhibition space after each exhibition to make it ready for subsequent uses of the facility;

• Ensure that there are appropriate emergency plans and procedures in place to allow for application for Government Indemnity when required for loan exhibitions;

• Give support and design advice to other College staff and students using the space for exhibitions, events and to support teaching programmes;

• Undertake any duty which may reasonably be allocated by the Director of Library Services or other senior staff;

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**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.