



INFORMATION ABOUT THE DEPARTMENT

The Curatorial Department plays a central role in the study, care and enhancement of the National Gallery collection, in its display, and in the organisation of exhibitions and other ways of helping the widest possible public understand and enjoy the paintings.

At the most senior curatorial level the responsibilities for the collection are divided as following: curator of 19th-century European painting; curator of French painting 1600-1800; curator of Dutch and Flemish painting 1600-1800; curator of Italian and Spanish painting 1600-1800; curator of Italian Painting 1500–1600; curator of Italian painting before 1500; curator of Early Netherlandish, German and British painting.

The senior specialists are supported by two Assistant Curator posts; in addition there are five Curatorial Assistants undertaking 22 month traineeships (two of whom are assigned to regional museums). The department also includes Senior Research Curators, a Research Fellow, a Special Projects Curator, and a Collection Information Manager.

The curatorial offices are in the Wilkins Building, the main National Gallery building. The National Gallery Libraries and Archive are immediately adjacent, and the studios and laboratories of the Gallery's conservators and scientists are nearby, as are the offices of the Exhibitions and Registrars departments.

JOB DESCRIPTION

McCrintle Curatorial Assistant – Band 6 – Job Ref – CUR/38

ROLE SUMMARY AND KEY RESPONSIBILITIES

The post is a twenty-two month traineeship, designed to introduce someone who has a good scholarly art historical background and an interest in pursuing a museum career to the responsibilities of curatorship in a national collection. The Curatorial Assistant will have the opportunity to be actively involved in a full range of curatorial practice and to gain experience of a variety of curatorial issues. This post will focus in particular on works in the period 1600-1800: a specific interest in - and knowledge of - southern baroque painting is desirable.

MAIN TASKS AND ACTIVITIES

- **Assisting with the care, display, research, management and interpretation of the National Gallery's collection:** the Curatorial Assistant will be assigned to a section of the curatorial team and receive training in the care, display, research and interpretation of the collection, in dealing with acquisitions and loans, in curating exhibitions and the delivery of public programmes, in dealing with public enquiries and ensuring collection information is up-to-date, in liaising with a range of essential museum functions such as art handling, framing and conservation, as well as communications and learning teams, and in working with national and international partners.
- **The Curatorial Assistant will receive training as a Gallery courier** and will gain experience in accompanying paintings in the UK and abroad.

Diversity and Equal Opportunities

- To value and respect colleagues and members of the public regardless of their background, and promote a positive environment which supports equality and diversity.
- To cooperate and contribute to measures introduced by the Gallery to ensure equality of opportunity and encourage diversity.

ORGANISATIONAL ROLE

The post holder will report to a Senior Collections Curator.

PERSON SPECIFICATION

McCrintle Curatorial Assistant – Band 6 – Job Ref - CUR/38

QUALIFICATIONS

Essential:

- Postgraduate degree in the History of Art or a related area
- Knowledge of the field of European painting 1250-1900 at either first degree or postgraduate degree level or equivalent, with a specific interest in the baroque period

Desirable:

A doctorate or a Master's degree (incorporating a substantial thesis involving original research) in the field of European painting 1250-1900

EXPERIENCE and KNOWLEDGE

Essential:

- Experience of undertaking post-graduate research in the field of the history of European art 1250-1900
- Ability to carry out independent scholarly research to a very high standard
- Broad IT skills

Desirable:

- Demonstrable interest in curatorial work
- Interest in how the Gallery communicates the results of its research to a broad public
- A good working knowledge of at least two of the main European languages

SKILLS AND ABILITIES

Planning and Delivery

Essential:

- Ability to write concisely and accurately in English with, when appropriate, an awareness of the needs on a non-specialist readership
- Attention to detail
- Ability to prioritise a variety of tasks and meet deadlines
- Highly developed visual skills in relation to pre-1900 paintings

Communications and Influencing

Essential:

- Good public speaker
- Ability to be diplomatic and sensitive in dealing with a wide range of people from the general public to lenders, owners and dealers

Teamwork and Personal Impact

Essential:

- Ability to work effectively with groups of colleagues, both curatorial and throughout the Gallery
- Demonstrable ability to act in ways that supports equality and values diversity, including treating all those you come into contact with courtesy and respect irrespective of background

SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

McCrintle Curatorial Assistant – Band 6 - Job Ref - CUR/38

This is a 22-month fixed term contract due to external funding

Salary

This post is on the Gallery's Band 6. Salary is £24,619 – £30,846pa.

Pay Review

Gallery pay bands have a minimum and maximum only and there is no guaranteed progression through pay bands. Pay increases including progression through pay bands are dependent upon government public sector pay policy and affordability, and the Gallery's pay settlement arrangements.

Hours

The basic hours are 41 a week, including one hour a day for all breaks including lunch. These hours are normally worked over a 5 day week, from Monday to Friday.

Leave

The annual leave allowance is 26½ days with pay. In addition there are 9 days public and privilege holidays per annum that fall during this fixed term contract

Probation

The probationary period is 10 months.

Pension

The Gallery (through the Civil Service pension arrangements) offers a choice of pension provision, giving you the flexibility to choose the pension that suits you best. Broadly the contribution rate for most new starters is approximately 4.7% to 6.67% (dependent on your salary) and the scheme provides a pension in line with the consumer prices index and benefits in the event of ill health retirement and death.

Smoking

Smoking is strictly prohibited in all parts of the National Gallery. However, in order to meet the needs of smokers, the Gallery had decided to exercise discretion to provide two designated smoking areas outside the

main Gallery buildings.

Security Screening

The appointment is subject to the Security Screening, which includes the verification of identity, employment history for the past 3 years, immigration status and criminal records. If appointed you will be subject to periodic re-screening of criminal records every 5 years.

The information above is a summary only of the contractual terms and conditions that will apply to the person appointed. The summary does not represent a contractual commitment and, if there is any variation between it and the contract offered on appointment, the contract will apply.

NON-CONTRACTUAL TERMS, CONDITIONS AND OTHER FACILITIES

- Our staff café offers a range of subsidised hot and cold meals and snacks.
- Staff discount of 25% on all products bought from the Gallery's shops, and on food and drinks in our public self-service Café, Espresso Bar and Restaurant. Additionally, a higher discount of 50% is available on hot drinks in the self-service Café and the Espresso Bar.
- Free admission to our charging exhibitions and 4 complimentary guest tickets to our charging exhibitions.
- Use of our library, which is not open to the general public.
- Free entry or a concession at a number of museums and galleries.
- Free occasional staff lectures (normally held between 9.00 – 10.00 am), which cover aspects of the Collection, temporary exhibitions and other topical subjects.
- Season ticket loans - with the exception of staff on casual contracts, all staff with at least two months' service, are eligible to apply for an interest-free loan to buy a season ticket for their journey between home and work.
- An employee assistance programme (EAP) providing confidential advice and support is available for all staff, and their immediate families. This service is free of charge.
- Staff are able to join the Benenden Healthcare Society that works alongside the NHS and provides private medical insurance, and the HSA which is a benefit scheme that helps pay towards a variety of professional healthcare costs such as optical, dental, physiotherapy, osteopathy and hospital stays.
- Childcare vouchers - staff who are parents can join a salary sacrifice scheme, which enables them to sacrifice a proportion of their salary each month in order to purchase childcare vouchers. Vouchers are exempt from Tax and National Insurance and therefore represent a saving for employees.
- Cycle To Work Scheme - staff who are over 18 years old, have successfully completed their probation period and have a contract

which will run for more than 12 months from the date of implementation, can sign up to a salary sacrifice scheme which enables them to give up a proportion of their salary each month in order to hire a bicycle from the Gallery. The loan is exempt from Tax and National Insurance and therefore represents a saving for employees. At the end of the loan period, staff will have the opportunity to buy the bike for the fair market value.

TRAINING AND DEVELOPMENT

All employees make a vital contribution to the achievement of the important and challenging aims and objectives the National Gallery has set itself. The Gallery's training and development policy is based on our aim to help you to continue to consolidate and develop further the skills and knowledge you need in order to do your job and make that important contribution to our work.

The Gallery's Training & Development Manager encourages everyone to work with their line manager to identify their professional and personal development needs, planning for the future as well as making sure you've got the skills to carry out your present duties. Together we can then look for the best way to help meet those needs.

Although going on a short course is sometimes the most appropriate thing to do, there are many other types of training and development. Sometimes receiving some coaching 'on the job' is appropriate or perhaps carrying out some research independently.

Whether or not you attend a course, the training you receive is just the starting point of gaining and developing new skills; it's when you come back to the work place and try to apply what you have learnt that the learning really begins. We encourage staff to see their development as an on-going process and not just a series of one-off events.

Typical examples of staff development include:

- Involvement in Induction events, to give new staff some Gallery-wide knowledge and understanding of the organisation as a whole;
- Development of IT competence, both in a group and a one-to-one basis;
- Attendance at work-related conferences and seminars;
- Development of knowledge about general organisational issues such as health and safety and fire awareness;
- Financial support to gain a necessary professional qualification.
- Participation in the Gallery's Management Development Programme.

We ask for feedback from you after every training event so we can see whether you got from it what you needed. And your line manager will keep your development under review, both through your annual Performance Review and Development process and through the quarterly reviews during your period of probation.

Though we cannot do the learning for you, we are determined to help you do so while you're here.