**Manchester City Council**

**Role Profile**

**Contemporary Art Curator**

**Grade 6**

**Art Galleries Service, Neighbourhoods Directorate**

**Reports to: Content Lead**

**Job Family: Technical**

**Key Role Descriptors:**

The role holder will provide a professional, customer focused, specialist technical service which enables the delivery of organisational objectives and provides a high quality service to customers in line with both internal guidelines, policies and procedures and statutory requirements.

The role holder will support the delivery of a range of technical projects, initiatives or work packages that comply with relevant legislation and help achieve the Council’s corporate aims and objectives

The role holder will use their technical knowledge and expertise to develop, design and implement customer-focused solutions for the assigned service area. They will act as a key member of the team and will ensure high standards of customer service and service delivery.

**Key Role Accountabilities:**

Provide an effective support function for the assigned service area, ensuring that high quality technical and customer services are delivered in line with legislative requirements. Dependent on the service area, this may include maintenance, software / information support, engineering, surveying, curating or other specialist functions.

Assess project / initiative / work package feasibility, paying close attention to procedure and legislation where appropriate and ensuring all work is delivered to a high standard.

Develop successful relationships and secure stakeholder commitment through negotiation and communications, both oral and written, to ensure work packages are delivered effectively and to customer requirements and agreed objectives.

Identify and address relevant issues with assigned work packages and following assessment make recommendations in accordance with service plans, customer requirements or legislative needs. Ensure that work to continuously develop and improve processes is undertaken.

Ensure all work carried out fits within the parameters of service level agreements, using appropriate specialist equipment / software or tools where required in line with safe working practices and health and safety regulations. Maintain effective relationships to ensure the highest standard of service delivery.

Update and extract information from management information systems accurately and competently as required, producing reports and other documentation as required.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Demonstrate a personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**

**Role Portfolio:**

**Manchester City Galleries:**

Manchester City Galleries are proudly part of Manchester City Council and belong to the people of Manchester. We believe that creativity can be a powerful force in making a healthy society and achieving positive social change. We meet the needs of Manchester’s varied communities, connecting art and people through exhibitions, engagement and education. Art can expand our knowledge of the world and our sense of place within it.

At our three sites – Manchester Art Gallery, Platt Hall, and our Conservation and Research Centre in Queens Park - we care for a collection of over 50,000 objects including art, craft and design and clothing. In our 200th year, we are taking stock of our collection, working with and for the people of Manchester to shape our future.

We are committed to working in partnership, offering free social spaces and building collaborations with communities, agencies, charities and other council services. We place people at the centre of all that we do, using our resources to make the city a fairer place. This commitment to social justice includes actively working to address the inequalities of class, race, gender, sexuality, age and disability as well as improving our environmental sustainability.

**Curatorial Department:**

This department is responsible for the creation, development and delivery of our acclaimed artistic programme of collection displays, exhibitions, interventions and multi-disciplinary projects, providing collections-based expertise within the programming team. This programme is part of the wider public offer delivered collaboratively by our curatorial, learning, visitor engagement and digital comms and marketing teams. In addition to the public programme, the curatorial department use their subject specialisms to work with Collections Care and Collections Management teams to care for, manage, loan and develop our nationally designated collection, archive and collections-related information.

**About the Role**:

Each curatorial role has a defined subject specialism, linked to MAG’s collection. They will use their subject specialisms to:

* Care for and manage the collections including acquisitions, disposals, documentation, loans and collection reviews in collaboration with the Collections Management and Collections Care teams
* Develop and deliver collection displays, exhibitions, interventions, research projects and other aspects of the public programme, in close collaboration with the wider programme team.
* Research and develop the collection – using and improving subject specialism to continually advance public knowledge and accessibility and collaborate with a range of specialist stakeholders.
* Provide expert advice to the public, responding to enquiries related to the collection and facilitating appointments to see stored collections and archive. Research, prepare and provide written interpretation to provide an engaging experience for gallery and online visitors.
* Engage with the public through guided tours, workshops and talks to share knowledge and foster connections between visitors and collections.

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**Generic Skills**

* **Communication Skills:** Ability to communicate clearly, concisely, accurately and in ways that promote understanding
* **Analytical Skills:** Able and confident to resolve moderately complicated queries in their area of knowledge using logical thinking to explain reasoning behind decisions or actions taken
* **Planning and Organising:** Demonstrate the ability to organize multiple tasks in the most effective way, and allocate time and energy according to task complexity and priority
* **Project Management:** Takes responsibility for allocated project tasks and delivers these efficiently. Contributes to the project planning process within a defined project management framework providing required information in a timely manner and identify emerging risks to the project and reports these appropriately**.**
* **Problem Solving and Decision Making:** Is able to make effective decisions on a day-to-day basis, taking ownership of decisions, demonstrating sound judgement in escalating issues where necessary. be logical in thinking and explain reasoning behind decisions or actions taken
* **Creative Skills:** Ability tothink creatively and provide innovative solutions to problems. Has ability to develop new approaches to finding solutions outside of existing parameters.
* **Strategic Thinking:** Understands the importance of organisational strategy and how they contribute to it
* **Research and Intelligence:** Demonstrate the ability to analyse, organise and present research material in an appropriate format.
* **Financial Management:** Numeracy and accuracy skills to handle numbers confidently, collate information and keep accurate and reliable records to help with the monitoring and reviewing of financial resources

**Technical Requirements (Role Specific)**

* Applied knowledge of museum standards and procedures.
* Experience of working in a curatorial role with collections, including collections management systems, collections-based research and collection displays.
* Subject specialist knowledge in contemporary art, including film, photography and new media