**Job description**

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| **Job details** | | | | |
| **Job title:** | Curator (Exhibitions) | | | |
| **Directorate:** | Communications & Outreach | | | |
| **Department:** | Public Programmes | | | |
| **Grade:** | 3 | | | |
| **Location:** | London - HQ | | **If other, state where:** | V&A |
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| **Job purpose:** | | | | |
| Working closely with the Head of Exhibitions and Interpretation and the wider Public Programmes and Collection team this role will play a key part in the research, management and implementation of vibrant and dynamic architecture exhibitions, projects and talks, some of these to be developed and co-curated with external partners. The role contributes ideas to RIBA’s programme and has a particular focus on organising and delivering complex projects and collection-focused historical and contemporary exhibitions. | | | | |
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| **Working relationships** | | | | |
| **Reporting to [job title]:** | | Head of Exhibitions and Interpretation | | |
| **Number of roles this job manages:** [attach relevant organisation chart to show linemanagement] | | 0 | | |
| **Other key relationships:** | | Liaises internally with the Communication and Outreach and Collections teams as well as key people from other departments and with external partners to plan a successful and integrated artistic programme. | | |
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| **Main responsibilities** | | | | |
| 1. Researches, plans and manages all stages of exhibitions for the Architecture Gallery and curatorial projects outside 66 Portland Place, working across a range of departments to ensure RIBA’s cultural programmes achieve the highest standard in delivery and artistic reputation. 2. Works with external contributors and the Collections Team to compile and research object lists and prepares all necessary working documents to meet planning deadlines. 3. Develops content and copy for all written material to accompany the exhibitions including publications, in-gallery text, promotional print, website, press releases, internal communications and briefings etc. 4. Coordinates the production of exhibition installations and other curatorial projects, acting as the main liaison between designers, architects, artists, and printers, RIBA’s Gallery Manager, Conservator, Collections Team and other stakeholders as appropriate. 5. Supports establishing and maintaining positive relationships with a wide variety of architects, scholars, curators, artists, critics, writers, collectors, dealers and representatives of other institutions to build partnerships and support for RIBA’s cultural programmes. 6. Conducts research on contributors and related cross-disciplinary content to inform the delivery of a number of targeted associated programmes of talks and performances in consultation with the Public Programmes and Learning team. 7. Promotes and disseminates knowledge and information about the curatorial programme to internal and external stakeholders, audiences, press and peers as needed. 8. Defines and drafts evaluation questionnaires to monitor and evaluate the programmes’ artistic merit and objectives, and completes reports for wider dissemination. | | | | |

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| **Useful information** | | | |
| It is a future ambition of RIBA to become the leading national voice for architecture by creating world-class exhibitions and events programmes for both a specialist audience and for the broader public. The newly built Architecture Gallery, located within RIBA headquarters at 66 Portland Place, signals the first important step in achieving these ambitions. The role of the Curator (Exhibitions) is key to deliver strategic aspects of this vision by establishing intellectually robust, bold and thought-provoking exhibitions and displays to a wide range of audiences that connects RIBA’s Collections with contemporary practices.  The role will operate within a small but dedicated exhibitions and public programmes team and expected to undertake all practical and logistical tasks relating the job.  Overall budgets are managed by the Head of Exhibitions and Interpretation, although there may be areas within this that you are responsible for managing and monitoring on a daily basis.  The post is expected to attend and chair evening events on occasion. | | | |
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| **Skills, knowledge and experience** | | | |
| * Experience of project co-ordination, delivering on time and to a high standard * Experience of working within a cultural organisation, with understanding and experience of contemporary curating strategies. * Excellent interpersonal skills and ability to work collaboratively and diplomatically on projects with internal colleagues and maintain positive and effective relationships with a network of creative contributors, collectors, curators, scholars, members, visitors etc. * Strong presentation and writing skills; ability and experience of writing effectively to diverse audiences and deliver talks. * High level of administrative, organisational and planning skills. * Ability to manage and monitor budgets. * Creative, resourceful, and flexible; desire and ability to think differently and to successfully multi-task, coordinating multiple projects simultaneously. * A graduate degree in a relevant discipline or demonstrable expertise and experience in a relevant area of architecture, architectural history, design, critical theory etc. * A passion for engaging the wider public with architecture and its impact on society and individuals. * You will be confident producing high quality written material and developing web content, and will have excellent communication skills. | | | |
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| Written by: | Marie Bak Mortensen | Date drafted: | 21/11/2016 |