

<b>ROLE TITLE:</b>	CURATOR OF COLLECTIONS & SPECIAL PROJECTS
<b>REPORTS TO:</b>	DIRECTOR
<b>LOCATION:</b>	CRAWFORD ART GALLERY
<b>KEY TERMS OF EMPLOYMENT:</b>	HEO – STANDARD SCALE / FULL TIME POSITION

**"Higher Executive Officer (PPC) Pay scale – 01 October 2021"****€50848/ €52334/ €53817 / €55300 / €56788 / €58271 / €59756 / €61899 /€64038****PURPOSE OF THE ROLE:**

Crawford Art Gallery requires the role of Curator of Collections & Special Projects to strategically develop and curate exhibitions from CAG collection and further advocate for the Collection and its care and development.

Part of this role includes to actively promote public engagement with the Collection to enable and support an increased audience,(including educational, academic and curatorial) appreciation and engagement

**KEY TASKS & RESPONSIBILITIES:**

Work with Director and Curatorial team to:

- Identify opportunities for the Collection within and external to Crawford Art Gallery
- Research and curate exhibitions and Projects from the Crawford Art Gallery Collection
- Increase research opportunities within the collection and initiate and deliver associated collection materials
- Manage budgets of assigned exhibitions and projects
- Liaise with and support guest curators and colleagues on gallery projects
- Liaise with Registrar on Collection matters as necessary
- Support and input to Learn and Explore Programmes for collections and Special Projects
- Input into Communication and Marketing strategies and programmes on the collection
- Enhance digital access to the collection
- Research and secure external funding opportunities for projects: public and private
- Manage Crawford Art Gallery Twitter, Instagram, and Facebook Profile in consultation with Communications and Marketing Department.
- Lead expert Gallery Tours and support tour guide and invigilator team development.
- Work on Special projects as identified by the Director
- Champion and Advocate for Crawford Art Gallery externally
- Report to board and various sub-committee's external and internal as required

**Other responsibilities**

- To keep up-to-date with developments in museum and heritage sectors and ensure the Gallery embraces best practice in response to locally /nationally and internationally recognised initiatives.
- Contribute to and develop the Crawford archive
- To perform all tasks in line with the Gallery's standard statutory policies.
- Any other duties required by the Director and commensurate with the level of responsibility.

**KEY RESULTS AREAS:**

- Active responsibility & contribution to the development, curation, and implementation of the Gallery's programme.
- Effective administration of available resources and budgets to support the development, curation, and implementation of the Gallery's programme.
- Strong professional track record of achievement in curatorial work and museum management including strategic planning, budgeting, and project management, with demonstrable results.
- Extensive knowledge of international art with a proven ability to develop collections of the highest artistic quality.
- Demonstrated ability to cultivate and maintain positive relationships with stakeholders, museum and arts industry peers and experience with diverse communities.
- Ability to thrive in a fast-paced environment, and in an atmosphere of continual growth and rapid change including an interest in innovation and outside-the box thinking.

**PERSON SPECIFICATION:**

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>		
University Degree in Art, Art History, museum studies	✓	
<b>SKILLS &amp; EXPERTISE</b>		
Experience at a senior level covering collections management, exhibitions, learning and outreach.	✓	
Experience of managing staff.	✓	
Ability to efficiently and effectively develop and adhere to policies and procedural standards & Knowledge of museum exhibition development standards and good practices.	✓	
Strong analytical and literacy skills to be able to draft reports and understand complex written guidance.	✓	
<b>PERSONAL COMPETENCIES</b>		
<b>Specialist Knowledge:</b> Knowledge of museum collections management and conservation, curatorial, standards and good practices.	✓	
<b>Attention to Detail:</b> A high level of organization and a meticulous approach to record keeping.	✓	
<b>Communication:</b> Excellent interpersonal, communication and influencing skills.	✓	
<b>Team Working:</b> The ability to work as part of a team, able to work effectively and constructively with colleagues across the organization and to effectively manage senior members of the Creative team that includes, Curator, Learn and Explore and Registrar	✓	
<b>Results Driven:</b> Output orientated, consistently delivers quality results to key deadlines.	✓	
<b>Equality &amp; Diversity:</b> Awareness and Commitment to Equality of Access and Opportunity. Supports and champions diversity in the workplace.	✓	
<b>Values:</b> Self Motivated & committed to Public Service Values. Fosters the highest standards of Ethics and Integrity.	✓	
<b>Innovation:</b> The ability to suggest and contribute new ideas and initiatives, display a good understanding of audiences and of how to ensure that exhibitions are developed to offer strong, engaging experiences for visitors that are appropriate to the identified audiences.	✓	
<b>Financial Acumen:</b> Ability to review, analyse and manage appropriate budgets considering available resources, strategic goals, and priorities.	✓	