

KETTLE'S YARD



Assistant Curator, House and Collection [Temporary Cover]

Kettle's Yard

Deadline: Sunday 19th January 2025

Job Reference: DC44462



Assistant Curator, House and Collection

Salary:

£ 30,505 – £ 34,866

Contract:

Maternity cover – full time,
expected 9-12 months

Location:

Cambridge

Faculty / Department:

Kettle's Yard

Reports to:

Senior Curator, House and
Collection

Role Overview

Kettle's Yard is a beautiful house with a permanent collection of over 1500 art works and a gallery presenting a changing programme of exhibitions and displays, focusing on 20th and 21st Century art. The public programme encompasses research, talks and events, publishing, chamber and new music, learning and projects with artists and local communities. Kettle's Yard has an international reputation for the quality and scope of its activities and our mission is to contribute to society by inspiring and engaging audiences through art, learning and research of the highest quality. Kettle's Yard is one of the eight University of Cambridge Museums. An Arts Council England 'National Portfolio Organisation', Kettle's Yard relies on earned income and the support and generosity of trusts, foundations and individual supporters to conserve the house and collection and undertake its public programme. Following an £11m building project, Kettle's Yard reopened in 2018 with state of the art galleries and new spaces for research, learning, the archive, café and shop.

The Assistant Curator, House and Collection is focused primarily on duties related to the Kettle's Yard house and collection. These include tasks concerned with the ongoing care and conservation of the collection and furnishings, including those in the collection store; updating the collection database; administering the Art for Students programme; administration of acquisitions and loans; assisting with new Kettle's Yard collection publications and other house / collection related products; researching and assisting with collection funding applications; assisting with artist projects and displays in the house; and assisting with collection-related exhibitions. The Assistant Curator will also assist with editing publications, as appropriate. The post reports to the Senior Curator, House & Collection.

**Purpose of the role**

To assist with ensuring the house and collection is conserved, managed and developed to the highest professional standards in support of Kettle's Yard's mission and ambitions. To assist with collection related events, displays and exhibitions, giving talks and contributing to interpretation, publications and on-line resources.

The Curatorial Assistant, House and Collection is a member of the House Keeping Team (HKT) and therefore contributes to developing policies and undertaking tasks concerning especially: access, inclusion, anti-racism, environmental sustainability, fundraising and income generation.

Key responsibilities

Collection Management

- Under the direction of the Senior Curator, assisting with the day-to-day care and upkeep of the house and collection, including building maintenance and housekeeping procedures, in the context of significant visitor numbers.
- Conducting regular checks of the house and collection store and monitoring the Visitor Assistant reporting system for damaged and moved objects.
- Responsibility for managing and overseeing the conservation of collection works and furniture etc. This includes maintaining up to date priority lists and condition reports, sourcing estimates and ensuring projects run to agreed budgets, and arranging conservation surveys and actioning conservation work as required, in liaison with the Senior Curator.
- Overseeing the Integrated Pest Management (IPM) policy and conducting related procedures.
- Maintain an updated Emergency Action Plan and lists of priority salvage objects.
- Contribute towards maintaining accredited museum status for Kettle's Yard, supporting the Senior Curator with the development and implementation of policies, systems and procedures.
- Administration of short and long-term loans from the permanent collection. This includes administering loan requests, loan agreements and contributing to the preparation of committee reports, as well as overseeing transport (acting as courier when necessary), insurance, condition reporting and packing.
- Registration of acquisitions to the permanent collection, including documentation, insurance, transport, accessioning, cataloguing and copyright clearance.
- Overseeing the administration of the Art for Students scheme (through which artworks are lent to students in Cambridge). This includes conservation and documentation of the loan collection, publicising the scheme, as well as administering loans and returns.
- Researching, updating and writing new entries for the collection accession register.
- Researching and maintaining lists of Estate artist copyright holders, and responding to image licensing enquiries.
- Day to day maintenance of the collection store and object movement registers.
- Maintaining all house and collection related materials on the shared server and paper filing systems.

Projects, displays and exhibitions

- Assisting with the planning and delivery of house and collection-related exhibitions, including researching and compiling loans lists, drafting loan requests and liaising with public and private lenders.
- Arranging and obtaining estimates for transport, indemnity and insurance.
- Researching, proofing and writing interpretation, publications and web copy. Contributing to the digital and public programme for exhibitions.

Publications and Research

- Assisting with the development and production of new Kettle's Yard collection print and digital publications, and other house and collection related products and merchandise.
- Assisting with the editing of collection related publications.
- Facilitating access to the house and collection for researchers and students. This includes providing physical access to the house and reserve collection and answering researcher enquiries. To also provide similar access to the archive in the absence of the Archivist.
- Researching, writing and updating interpretation relating to the house and collection.
- Researching and delivering talks and developing new digital content related to the collection.

Marketing and Digital

- Assisting the communications team with developing house and collection digital projects and regular social media communications.
- Regularly updating the online public-facing collection database.
- Contributing to marketing and publicity for collection-related exhibitions, including assisting with drafting and editing press releases.

Fundraising

- Supporting the Senior Curator by researching and assisting with house and collection related funding applications, alongside the development team.
- Participating in events and giving tours to patrons and supporters, as required.

Other tasks

- Generating new ideas for events that promote the house and collection within the Kettle's Yard wider programme.
- Assisting the Senior Curator by maintaining and updating the house and collection budget and coding invoices.
- Assist the Archivist in relevant administrative and curatorial areas, as directed by the Senior Curator.
- As a member of the Access Group, assisting with developing new forms of enhanced access to the house.
- Assisting with evaluation and other reports.
- Representing Kettle's Yard at relevant meetings and forums, as required.
- Seek to uphold Kettle's Yard's Values and contribute, as appropriate, to organisational policies and plans including: financial resilience, inclusion, anti-racism and environmental sustainability.

Person Specification

Criteria	Essential	Desirable
Experience		
Previous paid experience of working in a public museum or gallery and with an art collection, including making new exhibitions and displays.	✓	
Experience of collection management and development.	✓	
Experience of working in a team.	✓	
The ability to communicate clearly when speaking and write with clarity, with an understanding of different readerships.	✓	
Experience of researching and writing about artwork or artists and/or experience of undertaking research related projects.		✓
Experience in conserving varied collections.		✓
Skills		
Demonstrable interest in 20th century art, especially British 20th century art.	✓	
Knowledge of collection management and collection databases	✓	
Ability to communicate clearly when speaking to a wide range of audiences. Strong digital, writing and presentation skills	✓	
Strong written communication skills and ability to adapt text for different audiences.	✓	
Confident communicator, comfortable talking to a range of audiences.	✓	
Skilled in handling art works		✓
Understanding of conservation considerations for mixed collections on open display	✓	
Qualifications		
A degree in art history or a related subject, or equivalent relevant experience or qualifications.	✓	
Additional requirements		
A commitment to inclusion, anti-racism and environmental sustainability	✓	
Flexible working	✓	

Other Information

Working Conditions
Museum-based, with occasional hybrid working. Some travel to similar sites (including international) may be required. Normal health and safety requirements will be followed.
Physical Requirements
Short periods of physically strenuous activity where there is no method, tool or adjustment that would reduce the frequency, or duration of the task (lifting, carrying, working in constrained spaces)
Sensory Requirements
Requires high levels of concentration, precision and speed, which require the use of multiple types of sensory information (sight, sound, touch etc).

This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by University management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.

The University expects that you will:

- Treat all members of the University community (including all staff, partners, students and visitors) with respect, courtesy and consideration at all times.
- Behave professionally to, and expect professional behaviour from others in the University community (including all staff, partners, students and visitors).
- Take care of their own health and safety, not compromise the health and safety of others, and comply with University and departmental safety requirements.

Terms of Appointment

Tenure and probation

The appointments will be made on a temporary basis. As a maternity cover post the limit of tenure will be a period of 9-12 months or the return of the post holder, whichever is earlier.

The role is full time (36.5 hours a week).

Appointments will be subject to satisfactory completion of a six-month probationary period.

Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit:

www.pensions.admin.cam.ac.uk

Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For part-time employees, annual leave will be pro rata based on days worked.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK

already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References

Offers of appointment will be subject to the receipt of satisfactory references.

This role is also subject to a basic security check.

Equality and Diversity

We particularly encourage BIPOC candidates and people with disabilities to apply for this vacancy as they are currently under-represented at Kettle's Yard. If you wish you can self-identify in your personal statement.

Information if you have a disability

The University welcomes

applications from individuals with disabilities.

We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at www.admin.cam.ac.uk/offices/hr/staff/disabled/

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact the Department Administrator, who is responsible for recruitment to this position.

About Kettle's Yard

Our Values:

1. Openness

Encompassing our commitment to access, equality, anti-racism and enriching communities. Seeking to be generous and caring, making a programme of events and activities inspired by Jim and Helen Ede's vision of a place in which everyone is welcome and can be enriched.

2. Creativity

Fundamental to the ethos of Kettle's Yard, from inspiring visitors to be creative in their own lives and communities, to the diverse creativity of the artists we support and whose work we present, to how we think about the future of Kettle's Yard.

3. Collaboration

Working with others - to learn from them and achieve stronger and richer outcomes. Contributes to sustainability through adding value and efficiency when exhibitions and projects are organised collaboratively and shared widely.

4. Insight

As part of the university, we undertake, enable, and disseminate research to generate new insights about art and artists, so deepening knowledge and enriching public engagement. We can elicit valuable insights and learn and grow as an organisation through conversations - whether with children and young people, members of the community, visitors or among our colleagues.

5. Sustainability

There is a cost to our existence and our work. Addressing how we run Kettle's Yard to reduce our carbon footprint is essential. We need to act and plan to reduce waste of all kinds and strengthen our financial resilience to secure our long-term health and wellbeing. This runs across everything that we do.

Our mission is to contribute to society by inspiring and engaging audiences through art, learning and research of the highest quality. We believe that great art should not be the privilege of the few, but for everyone. Our values reflect Kettle's Yard's creator Jim Ede's support for artists and belief in art's power to make us look again and change how we act in the world.



Working at Kettle's Yard

Kettle's Yard has a staff team of around 70 employees; approximately half of which are our customer-facing Front of House team and the other half, our back-office team including curatorial, community & learning, development, communications, events, finance and operations teams.

As a small but ambitious organisation, collaborative working and teamwork is key and we encourage opportunities to bring staff together across teams. We have a number of working groups in different areas that are open to all staff as well as regular all-staff meetings to encourage information, support and idea sharing across teams.

The Assistant Curator (House & Collections) role is based within the Curatorial team. It is a full-time role that is based on-site at Kettle's Yard with a dedicated desk space in the house, although occasional hybrid working may be possible when tasks allow, to be agreed with the line-manager.

The role is focused on the conservation, display and interpretation of the house and permanent collection at Kettle's Yard, with the objective of exploring new perspectives on the historic collection, encouraging research and participation. The House & Collections team research and administer acquisitions and loans-out and contribute to the changing programme of temporary displays and exhibitions. Key working relationships for the Assistant Curator (House & Collections) will be with the Curatorial team at Kettle's Yard (comprising the Senior Curator and Archivist, the Contemporary Programme Curator, Curator & Exhibition Manager and the Curatorial Assistant) the Communications Manager, Digital Communications Assistant and the Director.



About the Kettle's Yard Collection

The Kettle's Yard collection consists of around 1600 modern and contemporary artworks, items of furniture, applied arts and everyday objects. It is divided into:

- *Permanent Collection* (items on permanent display in the house as arranged by Jim Ede c. 1973).
- *Reserve Collection* (artworks that are not on permanent display but stored on site. They are a mix of works acquired by Ede and those subsequently acquired by gift or legacy).
- *Art for Students collection* (items available for students at the University of Cambridge and Anglia Ruskin University to borrow on an annual basis).



The University

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system. Please complete the online application form including examples of how you meet the essential requirements for the post.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to Alison Waterhouse in the first instance.

Email: hr@kettlesyard.cam.ac.uk

The closing date for applications is: end of day, Sunday 19th January 2025

Expected interview date: Friday 31st January 2025