



NORWICH UNIVERSITY OF THE ARTS EAST GALLERY CURATOR (MATERNITY COVER)

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**NORWICH
UNIVERSITY
OF THE ARTS**

Supporting Information

We are one of the great British art schools: a specialist creative arts university that draws on 175 years of history, with our focus on the future and the role of creativity in addressing global challenges and opportunities.

We celebrate diversity and believe it to be at the core of any creative endeavour. Whatever your background, identity and prior experience, wherever you are from, we want you to bring your whole self to work each day, in an environment that recognises your unique contribution.



In choosing to work at Norwich University of the Arts you will join a community of creative academics, technicians and professional experts who are committed to delivering exceptional creative arts education, research and knowledge exchange. You will work in a stimulating and critically engaged workplace, where creativity of all our students will develop because of your commitment.

We are renowned for our teaching quality. Norwich University of the Arts has been praised for how we encourage our students through “experimentation, creative risk-taking and team-working.”

We are ranked a top-two UK creative arts university, the highest-ranked specialist creative arts university outside London in the Complete University Guide 2023. We were named University of the Year for Student Retention by the Sunday Times 2020 Good University Guide for the support we offer pre-enrolment to post-graduation. In 2021 we were ranked second in the World Brand Society’s league of Design Education Institutions of the Year. We won one award, came second in another, and were third in the University of the Year category at the 2020 WhatUni Student Choice Awards.

You will work in the heart of Norwich. We are proud of our award-winning campus, which has played a pivotal role in regenerating an exciting quarter of the city. Our 21st century teaching spaces and workshops are housed in renovated buildings with medieval, Victorian and Edwardian heritage. Norwich University of the Arts won the Outstanding Estates Strategy Award at the 2018 Times Higher Leadership and Management Awards.

Ninety-four per cent of our graduates are in work or further study six months after graduation, and Norwich University of the Arts won a Guardian University Award for Employability and Entrepreneurship in 2019 for our innovative ‘gamification’ of careers advice. You will find our graduates in key positions across and beyond the creative sector and industries. There are of course Oscar nominees and BAFTA winners, but also rising stars who are honoured across the creative industries: from D&AD Pencil winners, to emerging fine artists, photographers and fashion designers.

We understand that making career choices requires careful consideration. We hope that as you learn about us you will be inspired by our ambitions for the future.

Prof Simon Ofield-Kerr Vice Chancellor



For further information on Norwich University of the Arts and our Community please [view our website](http://www.nua.ac.uk) www.nua.ac.uk



EAST GALLERY CURATOR (MATERNITY COVER)

Full-time – 37 hours per week 8.45 am to 5.00 pm

£29,619 to £34,308 per annum

Committed to equality and valuing diversity

Norwich University of the Arts is committed to being an inclusive community that offers equality of opportunity and enables our staff and students to flourish and succeed, regardless of their background or personal circumstances.

Our commitment to equality, diversity and inclusion is embedded in everything that we do. We celebrate the diversity of our backgrounds, cultures and actions, promoting art and design as a catalyst of social change. As such, we are champions for the creative arts; empowering all of our students to be valued and productive members of society, with ambitions to change the world.

East Gallery is an exciting, city centre gallery space showcasing the best modern and contemporary art. Exhibitions are originated by Norwich University of the Arts or are the result of collaborations with national and international partners. In recent years, East Gallery has worked with a number of significant international artists such as The Singh Twins and Ryan Gander, and large lending institutions including the Arts Council Collection. We also look to showcase the work of our own vibrant and active research and academic community. The venue, programme and events, are funded by Norwich University of the Arts, and we seek to exhibit new, challenging and inspiring art, and bring artists to the region for the benefit of the students attending our University, and East Anglia.

The East Gallery Curator position holds responsibility for gallery activity in all areas. The role will involve specific coordination, curation and delivery of all exhibitions occurring at East Gallery during the period of employment, and planning and delivery of exhibition events and other related activity, such as student and schools' workshops. The ideal candidate would have experience of working in a similar role, delivering professional exhibitions and events, and dealing with all practical and logistical matters relevant to the exhibition process. An awareness of professional standards and good practice in art handling and care, and collections management knowledge relating to delivery of temporary exhibitions (ie, necessary documentation, environmental monitoring, due diligence, GIS, data protection and intellectual property rights) would also be of advantage.

The University seeks to appoint a highly organised, professional individual with excellent verbal and written communication skills. You will have the ability to work across multiple projects in a creative environment with exacting deadlines. You will be self-motivated and able to work on your own initiative, ensuring the smooth delivery of the East Gallery programme and events. The role will require experience with artist liaison, formal contracts, loan agreements, fine art transport and insurance, research and writing, and managing all front of house activity, including staff. The role may also require some professional art handling.

As the main point of contact between all external and internal partners, you will have the ability to collaborate and decimate effectively with other key University departments including the University's technical team, the design workshop, Estates and Marketing. You will work closely with the Dean of Research and Knowledge Exchange in planning, recruiting, and selecting for the forthcoming East Gallery Fellowship programme. And, with all other external parties, acting as an enthusiastic spokesperson for the University.

Closing date: 5.00 pm Tuesday 6 December 2022

Interviews will be held on: Wednesday 14 December 2022

Job description

East Gallery Curator (Maternity Cover)

Reports to: Dean of Research and Knowledge Exchange

Job purpose

To deliver the East Gallery exhibition programme in line with the needs of Norwich University of the Arts and its key stakeholders. This is to be undertaken via day-to-day planning and production of all Gallery operations incorporating events, outreach, talks and staff.

Main responsibilities

Exhibition and event development and delivery

- Planning, curation and delivery of the East Gallery exhibition programme occurring during the period of contract, including liaison with artists, partner galleries and institutions, as necessary to produce the exhibition.
- All practical and logistical matters relevant to the exhibition production demonstrating an awareness of professional standards and good practice in art handling, transportation and care, and collections management knowledge relating to delivery of temporary exhibitions (ie, necessary documentation, environmental monitoring, due diligence, insurance, data protection and intellectual property rights).
- Working closely with all internal NUA departments including the NUA technical team, the design workshop, Estates and Marketing.
- Playing an active role in the University's public and recruitment programme, engaging with schools, colleges and Open Days.
- Organisation and delivery of all events at East Gallery including talks, workshops, private view events and relevant management of guest lists, staff, hospitality, and all health and safety considerations.
- Management and monitoring budgets using the university Purchase Order system.
- Planning and oversight of routine and emergency maintenance of the Gallery building.

Staff and Front of House

- Overseeing all East Gallery Front of House duties and staff including maintaining the gallery booking and environmental monitoring system, dealing with enquires, retail opportunities and ensuring staff and visitor safety.
- Taking an active role in the appointment, training and supervision of Gallery Assistants and Student Ambassadors in support of Front of House duties.
- Managing the gallery staff rota including Gallery Assistants and Student Ambassadors.
- Acting as a key referral point for queries from staff or visitors.

Marketing

- Closely liaising with the University's Marketing team to oversee and provide copy and images for all Gallery publicity (eg writing press releases, newsletters and web copy)
- Ensuring Exhibition information is accurate and up-to-date, reviewing as required.
- Overseeing all gallery related social media.

Other

- Working closely with Dean of Research and Knowledge Exchange in the development, recruitment, selection and management of forthcoming East Gallery Fellowships.
- Supporting with the NUA collection digitisation project, and overseeing additional loans to the University campus from the Arts Council Collection.
- Guest lectures for various NUA departments and student support with exhibition projects, as requested.
- Memberships of University Committees as agreed with manager
- Representing University at all relevant network and external events.

Further information

Equality, Diversity and Inclusion

All members of staff are required to support the University's policy on equality, diversity and inclusion and to ensure that their work practices reflect that commitment.

Health and Safety

All members of staff are responsible for ensuring their procedures and practices are compliant with the University's Health and Safety Policy.

Policies and Procedures

To comply with any policy and procedure as regularly updated and published on the intranet applicable to your role, e.g. Confidentiality, Data Protection, IT Acceptable Use, Disaster Recovery, Quality Management and Enhancement procedures etc.

Staff Development

Participate in Staff Appraisal and Development Review and Staff Development and Training activities as well as maintaining own subject knowledge.

Engage with the Higher Education Academy Professional Recognition Scheme as agreed with the line manager.

Confidentiality

Maintain confidentiality regarding all aspects of work.

Variation to Job Description

Norwich University of the Arts reserves the right to vary the duties and responsibilities of its employees within the general conditions of service. The duties and responsibilities outlined above will be periodically reviewed and may be altered as the changing needs of the University may require.

Person Specification

East Gallery Curator (Maternity Cover)

Essential

- Clear evidence of experience and know-how in a similar role
- Demonstrable ability to plan, organise, and prioritise own workload effectively in an environment with demanding deadlines
- Clear understanding of project management techniques and principles, including evidence of using these in practice
- Strong organisational and time management skills, able to juggle changing and varied workload and projects
- Excellent IT skills including working with Microsoft Office and electronic forms of communication
- Excellent interpersonal skills and the ability to deliver a high quality customer service
- Well-developed written and oral communication skills, including the ability to communicate effectively with a diverse range of staff, students and external agencies
- A high standard of accuracy and attention to detail
- A commitment to a high quality customer service, equal opportunities and to working with students from a diverse range of backgrounds
- Ability to make independent decisions within the confines of role responsibilities, but also have the flexibility to work as part of a wider team

Desirable

- Educated to degree level or equivalent qualification/experience in a relevant area
- Background in Events management
- Experience gained within the HE sector
- Staff supervision

General Information

Terms and Conditions of Appointment

On appointment, the successful candidate will receive a full statement of terms and conditions for Professional Services staff. The main conditions are summarised below.

Duties

Within this pack you will find a job description outlining the duties and responsibilities for this role.

Starting Date

This post is on a short-term basis to cover a period of maternity leave and shall be offered for a period of up to 12 months. The role is available to start from December 2022.

Hours of Work

The standard hours of work for professional services staff are 37 hours per week.

Salary

This post is on an incremental salary scale. The salary for this post is Grade 5, which is from £29,619 to £34,308 per annum.

It is anticipated that the starting salary will be at the beginning of the salary scale.

Annual Leave

There is an annual holiday entitlement of 22 days rising to 25 days after 5 years' service, plus 8 statutory days (pro rata). In addition, the University may grant 4 or 5 concessionary days leave per year when the University is closed.

Pension

Employees have the benefit of joining the Local Government Pension Scheme, a defined benefit pension scheme which builds up a pension on a "Career Average" salary basis to which the University currently contributes an additional 21.1%.

As a member of the scheme, you would be provided with a secure future retirement income, independent of share prices and stock market fluctuations. There is also cover in the event of early retirement on the grounds of permanent ill-health, redundancy or business efficiency. Plus you have the option, on retirement, to exchange part of your pension for some tax-free cash.

From the moment you join, the benefits of the pension scheme also include life cover and family benefits for partners and children in the event of your death.

As a member of the Local Government Pension

Scheme you have the security of these valuable benefits at a relatively low cost to you. You can find out more about the pension scheme by visiting the Norfolk Pension Fund website at <https://www.norfolkpensionfund.org>

Interview Expenses

If it is necessary for you to travel to the main campus for your interview or a site visit, reasonable travel and incidental expenses will be reimbursed when agreed in advance in line with the University's Candidate Interview Expenses Guidelines which are available on request. You will need to provide receipts for expenses claimed. However, if you are offered the position and decline the offer, expenses may not be reimbursed.

Right to Work in the United Kingdom

As part of the University's recruitment process, we will check that all prospective employees are eligible to work in the UK prior to them commencing employment. If you are unsure of your right to work you can use the Gov.uk visa checking tool to establish your eligibility and options relating to visas.

Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants would be eligible for sponsorship under the Skilled Worker visa route.

Offers of Employment

All provisional offers of employment are subject to proof of eligibility to work in the UK, verification of qualifications, satisfactory references and completion of a medical assessment process.

Referees

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to receipt of satisfactory references.

Application and Recruitment Process

Job Description and Person Specification

Within this pack you will find the job description and person specification for the post for your consideration before you complete your application form.

- The **Job Description** provides information about the main duties and responsibilities for the position. It also explains the purpose of the post.
- The **Person Specification** sets out information about the characteristics that are essential and desirable to perform the duties in the job description e.g. knowledge, skills, experience, abilities and qualifications that the ideal candidate will have to enable them to fulfil the duties of the role.

We recognise that candidates may sometimes not meet all of our requirements. If you like what you've seen so far, we would still like to hear from you.

Application Form

We ask that applicants complete the application form in full and as clearly as possible.

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and the possible offer of a job.

Submission of Curriculum Vitae

You may, if you wish, submit a CV with your application form. However, we are unable to accept CVs without a fully completed application form.

Equal Opportunities Monitoring

As part of its commitment to equality, diversity and inclusion we undertake equal opportunities monitoring of our workforce and applicants to enable us to evaluate the effectiveness of our policies and procedures.

To assist with this commitment, you are asked to complete the Equal Opportunities Monitoring section of the application form. Information provided will be treated as confidential and will be used in accordance with the requirements of the Data Protection Act as set out in the Job Applicant Privacy Notice.

Submission of Application Form

Please submit your completed application form to jobs@nua.ac.uk

The closing date for this vacancy is:

5.00 pm Tuesday 6 December 2022

We regret we are unable to accept late applications.

Interview Arrangements

Interviews will normally be held on campus. However, should the situation and Government guidance change, interviews may initially be held remotely followed by a second stage on site visit.

If you are shortlisted for interview you will be contacted by a member of the Human Resources Team.

The date of the interview will be:

Wednesday 14 December 2022

If your application is unsuccessful on this occasion you will be advised by email. Due to the high volume of applications we receive we are unable to provide feedback for applicants.

Shortlisted applicants will be asked to provide proof of eligibility to work in the UK. For the successful candidate the copy will be held on the personal confidential file. Documents obtained for unsuccessful shortlisted applicants will be destroyed 12 months after the end of the relevant recruitment process.

We would like to take this opportunity of thanking you for your interest in this position and to wish you success with your application.

If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Team by emailing jobs@nua.ac.uk.