

Belfast Exposed Assistant Curator – Job Description

Skills & Competencies

To be successful in this role, you'll generally need the following skills and qualities:

- **Communication skills:** you are required to be a good communicator, in both oral presentation and the written word as preparing, writing, and editing curatorial texts are a major part of the job.
- **Interpersonal skills:** have the ability to work independently as well as a team player, and working smoothly and effectively with a wide range of arts professionals, staff, artists and the general public.
- **Technical skills:** must have basic computer and software skills in order to work in the Belfast Exposed database and project management systems.

Duties & Responsibilities

The job requires the ability to perform the following duties:

- Coordinating and corresponding with artists, dealers, lenders, art institutions and collectors
- Preparing loan forms
- Formalising contracts with artists
- Curatorial checklists
- Recruitment of volunteers
- Updating and keeping accurate records
- Scheduling the exhibition calendar
- Managing travel itineraries
- Assisting with exhibition layout plans and installation designs
- Helping with the writing, editing, and researching of exhibition invitations, artist invite packages, catalogue publications, biographic and bibliographic material, wall vinyls, press releases, and exhibition handouts/fact sheets

The Assistant Curator will provide support to curatorial projects initiated within Belfast Exposed galleries and off-site locations. This includes gathering and analysing artistic-historical and scholarly texts, artwork location information, and budgetary data, compiled in order to initiate and implement exhibitions.

For touring exhibitions, you will maintain databases, track responses, and consult with registrars, curators, and exhibition coordinators at each venue, helping to record all aspects of the exhibition while it is touring.

The job will also include procuring the visual images, captions, credit lines, and rights for printing and publication purposes. It will also support the information requested from the marketing team.