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| JOB DESCRIPTION AND PERSON SPECIFICATION  Freelance Curatorial Assistant |

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| Job title | Freelance curatorial assistant |
| Contract type | 3 days per week, for a fixed period of twelve weeks from 7 January 2020 |
| Fee | £100 per day |
| Job purpose | To assist the Migration Museum’s head of creative content and curator to stage two exhibitions |
| Location | South-east London |
| Deadline for applications | Midnight on 13 December 2019 |
| Interviews | Week beginning 16 December 2019 in London |

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| BACKGROUND |

The Migration Museum ([www.migrationmuseum.org](http://www.migrationmuseum.org)) produces inspiring exhibitions and runs events, education, community and public engagement programmes to shine a light on the many ways that migration to and from Britain across the ages has shaped who we are as individuals, communities and as a nation.

For nearly three years we have occupied a temporary home in Lambeth, but in January 2020, we are making a move to an exciting new venue in south-east London, where we will re-stage our acclaimed exhibition, *Room to Breathe*, to open in mid-February 2020, and a new exhibition, *Departures,* charting 400 years of British emigration, due to open in April 2020.

We now require a curatorial assistant for a fixed period of twelve weeks to support our head of creative content, Aditi Anand, and curator, Sue McAlpine in delivering these exhibitions and other displays.

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| JOB DESCRIPTION |

The successful candidate will have experience of researching, planning and staging exhibitions, festivals, theatre performances or similar. They will have worked with collaborators and external partners to develop multimedia/multidisciplinary projects. They will be extremely organised and comfortable with carrying out administrative as well as creative tasks, and be self-directed and thrive in a fast-paced work environment. This role may require evening and weekend work and additional fee-paid days.

The position will also require working closely with all other members of staff on marketing, communications, programming and education content.

Responsibilities:

* Assist curators in research, planning and staging of exhibitions
* Liaise with artists on contracts, display requirements and captions
* Prepare object lists and loan requests, and license images and content
* Prepare risk assessment, insurance and fire safety documents
* Manage relationships with printers, builders and other service providers to ensure proper production and delivery of all display materials
* Receive deliveries and installation materials and help manage technician during installation of the exhibition
* Conduct content research, fact checking and assist other editorial tasks in relation to exhibition catalogue
* Work with education and publicity teams to create materials for education and media resources
* Provide administrative support to curators

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| PERSON SPECIFICATION |

Essential:

* Experience of researching, planning and delivering exhibitions, festivals, theatrical performances or similar
* Experience of working with multiple collaborators and partners
* Exceptional organizational skills and a disciplined approach
* Exceptional interpersonal skills and ability to build and manage relationships with people from all backgrounds; tactful and diplomatic
* Strong initiative, ability to work unsupervised on occasion, problem-solve and a flexible approach
* Understanding of, and commitment to, the aims of the Migration Museum including a sensitivity to controversial issues
* Willingness and ability to undertake routine and administrative as well as creative tasks
* Practical skills and a hands-on approach
* Good standard of written English
* Proficiency with Microsoft Word and Excel and online document sharing

Desirable:

* Experience of participation in multi-media and multi-disciplinary projects
* Knowledge of UK migration history

To apply for this position, please e-mail a copy of your CV, of no more than two pages, and a covering letter, of no more than 500 words, to the project director, Sophie Henderson: sophie@migrationmuseum.org

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Description automatically generated

**EQUAL OPPORTUNITIES MONITORING FORM**

The Migration Museum is committed to the principles of equal opportunities. This includes not discriminating under the Equal Act 2010 and monitoring our workforce for diversity to check whether we need to make any changes to our practices. We need your help and co-operation to enable us to do this, but filling in this form is voluntary. The information you supply on this form will be kept confidentially and anonymously and it has no part in the shortlisting process.

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| **Name:** |  |
| **Position applied for:** |  |

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| **Gender:** | |  | | |
| Male ☐ | Female ☐ | | Other ☐ | Prefer not to say ☐ | |

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| **Age:** |  | | | | | | |
| Under 25 ☐ | | 25-34 ☐ | 35-44 ☐ | 45-54 ☐ | 55-64 ☐ | 65+ ☐ | Prefer not to say ☐ | |

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| **Ethnic Origin (the group to which you perceive you belong):** | |  | |
| Asian | Indian  Pakistani  Bangladeshi  Chinese  Other  Prefer not to say | | ☐  ☐  ☐  ☐  ☐  ☐ | |
| Black | Caribbean  African  Other  Prefer not to say | | ☐  ☐  ☐  ☐ | |
| Mixed | White and black Caribbean  White and black African  White and Asian  Other mixed background  Prefer not to say | | ☐  ☐  ☐  ☐  ☐ | |
| White | British  Irish  Other white background  Prefer not to say | | ☐  ☐  ☐  ☐ | |
| Other | ☐ Please specify: | |  | |
| Prefer not to say | ☐ | |  | |

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| **Do you have a disability or impairment?** |  | | | | | | |
| Yes | |  | |  | | | |
| No | |  | |  | | | |
| **If yes, please specify, and refer to the last page of this form:** | | | | | |  |  |
| Mobility difficulties (e.g., wheelchair user) | | | ☐ | | Multiple impairments (please specify) | ☐ | | |
| Hearing impairment or deafness | | | ☐ | | Visual impairment or blindness | ☐ | | |
| Learning difficulties (e.g., dyslexia, dyspraxia) | | | ☐ | | Invisible disability (e.g., epilepsy, diabetes, asthma) | ☐ | | |
| Mental health difficulties | | | ☐ | | Other, not listed here (please specify) | ☐ | | |

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| **Sexual orientation:** |  | | | | |
| Heterosexual ☐ | | Lesbian ☐ | Gay ☐ | Bisexual ☐ | Prefer not to say | |

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| **Religion:** | |  |
| Buddhist | ☐ | | |
| Christian | ☐ | | |
| Hindu | ☐ | | |
| No religion | ☐ | | |
| Jewish | ☐ | | |
| Muslim | ☐ | | |
| Other (please specify) | ☐ | | |
| Prefer not to say | ☐ | | |
| Sikh | ☐ | | |

**Where did you hear about this position?**

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| Social media (e.g., twitter, facebook) | ☐ |
| Migration Museum website | ☐ |
| Other website (please specify) | ☐ |
| From a friend or colleague | ☐ |
| Google | ☐ |
| Other (please specify) | ☐ |

The Migration Museum welcomes applications from disabled candidates, and we strive to accommodate any specific needs. In order to ensure we can make reasonable adjustments to the interview process, if you answered ‘yes’ to having a disability, please let us know below of any accessibility adjustments you would like us to provide.

If offered an interview, I would require the following assistance or adjustment:

Signature: Date:

**Please return this form separately to your application marked ‘strictly confidential’**