

# THE PHOTOGRAPHERS' GALLERY

## Job Description

Post:	Assistant Curator
Team:	Exhibitions
Line Manager:	Head of Exhibitions
Contract:	40 hours per week
Location:	Central London, predominantly office-based, with remote/flexible working when agreed with Line Manager
Salary:	£29,000 – £34,000
Pension:	6% gallery contribution, 2% employee contribution
Holiday:	25 days per annum, plus bank holidays

## About The Photographers' Gallery

The Photographers' Gallery explores how photography is connecting, captivating and radically changing our world today. The Gallery's programme and spaces – from exhibitions, talks, workshops and digital platforms to the café, shop and galleries – all explore the beauty, complexity and future of photography. On the borders of busy Oxford Street and vibrant Soho, the Gallery is home to photography experts, novices and the photo-curious; artists and students; tourists and passers-by.

The Gallery welcomes over 240,000 visitors annually and is an Arts Council England National Portfolio Organisation (NPO) our NPO funding is secured until 2026 and represents a percentage of our operating budget. Under new leadership, The Photographers' Gallery is going through an exciting period of transition with a new strategic vision, centering curatorial research and exhibition making with the exhibitions team playing a key role.

## Our values

- **Expose a fuller picture** – by revealing narratives that go beyond the frame.
- **Develop future creators** – by nurturing artists and new audiences and actively seeking under-represented voices in who we work with and welcome in our spaces.
- **Be one social space** – a place for sharing and collaboration, joining up everything we do both virtually and in Soho.

## About the team

The Photographers' Gallery employs a dedicated team of approximately 45 full-time, part-time, and casual staff, all based at our Soho gallery building. The Assistant Curator role is an important part of the programming team, working alongside the Director, Head of Exhibitions, Curators, and Curator: Photography & Technologies, to research and deliver the programme of approximately ten exhibitions per year. The exhibitions programme at The Photographers' Gallery focuses on British and International photography from 1950 to now, including contemporary work and artists working with photography and technology.

**Purpose of the role**

As Assistant Curator you will support the work of the exhibitions team by providing key administrative support, as well as researching and delivering exhibitions at The Photographers' Gallery. The role is line managed by the Head of Exhibitions and works alongside the Director, Head of Exhibitions, Curators, and Curator: Photography & Technologies.

**What you will gain**

As Assistant Curator, you will develop your knowledge and understanding of photography and related media within an exhibition and publishing context. We encourage continued professional development in all staff roles, and believe it is key to the development and success of The Photographers' Gallery. In this role you will be encouraged to contribute your ideas, learn new skills, and build your knowledge and public profile.

**Main duties and responsibilities of the role**

As Assistant Curator, you will be required to:

**Research**

- Develop knowledge in photography and its wider context including its social, cultural, political and economic contexts.
- Work with the Director, Head of Exhibitions and wider team to develop the exhibitions programme.

**Exhibitions**

- Contribute to the curatorial development, management, and delivery of exhibitions, in collaboration with the project leader.
- Research loans, draft and send loan request letters, manage loan correspondence and all communication with lenders.
- Prepare exhibition lists of works, organise cross department meetings and share relevant exhibition information to all departments.
- Write a variety of texts to be used in the galleries and online, in clear and accessible language and in The Photographers' Gallery tone of voice.
- Work with colleagues across the organisation, including Communications, Education, Development, Front of House, and Enterprises, to ensure the exhibitions programme is aligned with the Gallery's key strategic goals.
- Develop floorplans and work closely with the Gallery Managers team on the production and management of the exhibition installation.
- Coordinate transport and insurance of work, administer condition reports, follow processes and procedures to ensure the safe handling and security of all work.
- Assist in the production schedule (e.g. organisation of printing and framing of work) when required.
- Assist with the production of exhibition catalogues when required.
- Maintain relevant exhibition budgets and ensure projects are delivered within budget, providing regular updates to the project leader and/or Head of Exhibitions.
- Ensure all administration and exhibition files are kept up to date and archived.
- Support effective communication with partners and tour venues.
- Lead tours of the exhibitions for wide audiences including press, patrons, partners, and the general public (sometimes out of hours).

## General

- Attend and contribute to weekly team meetings, staff meetings and project meetings, organising and taking notes when needed.
- Build a public profile as an Assistant Curator by representing the Gallery publicly at national and international events, giving public talks, sitting on panel discussions, attending portfolio reviews, sitting on juries etc.
- Have the ability to undertake national and international travel (with travel costs covered by The Photographers' Gallery).
- Have the ability to work evenings and weekends for events as needed, for which TOIL (time off in Lieu) will be given.
- Attend the Gallery's patron events and work with the Development team to assist with fundraising from individuals, sponsors and trusts and foundations.
- Maintain a commitment to training/up-skilling and engage in self-led learning of work tools such as 365 and other bespoke software.
- Be inclusive and anti-racist, and operate in accordance with the Gallery's practices, policies and procedures.
- Undertake other duties as may reasonably be required.

Additionally, there is an expectation that staff will support the wider, internal workings of the gallery, where possible, by joining one or more voluntary working groups such as the Staff Forum; Equalities, Diversity & Inclusion taskforce; Environmental Working Group; and through attending training sessions.

## Person specification

We are looking for a candidate who meets most of the following criteria:

- Interest in and specialist knowledge of British and International photography and histories of photography.
- Experience (paid or voluntary) of working in a museum or gallery, or experience in exhibition making.
- Experience in administration and project coordination.
- Experience working with budgets.
- Excellent writing and presentation skills with the ability to convey information clearly and concisely for a broad audience.
- Good public speaking skills or the willingness to participate in and develop skills in public speaking.
- Well-developed interpersonal skills and the ability to develop and maintain effective working relationships with people internally and externally.
- Good IT skills and experience using 365 teams, word, sharepoint, excel etc. And a willingness to learn how to use other softwares (eg: CRM) used at the Gallery.
- Ability to work independently as well as part of a team.
- Highly organised and the ability to prioritise and meet deadlines with attention to detail.
- Willingness to work flexibly across the exhibitions programme.
- A solution-based approach to problem solving.
- An interest in and a commitment to working at The Photographers' Gallery.

The requirements listed here are guidelines, and you don't have to satisfy every requirement. We welcome candidates who bring transferable skills and experience.

The Photographers' Gallery strives to be an equal opportunities employer and welcomes applications from all sections of the community. Charity no. 262548.

To apply please download an application form from our website and email the completed application form and monitoring form to [vacancies@tpg.org.uk](mailto:vacancies@tpg.org.uk) with the subject heading **Assistant Curator**.

Closing Date for Application is: 9am Monday 12 May 2025  
Interviews will be held: w/c 19 May 2025

