

Post Title and Post Number	Exhibitions and Loans Assistant
Employer	University of Birmingham
College	College of Arts and Law
School/Department	The Barber Institute of Fine Arts
Full Time/Part Time	Part Time 0.6 FTE, 3 days per week
Duration of post	FTC 18 months
Salary	Grade 4, Step 1: £25,866 pro rata (0.6 FTE)
Terms and Conditions	Professional Services
Role Location	The Barber Institute of Fine Arts
Closing date	Sunday 7 th April 2024

About the Barber Institute of Fine Arts

The Barber is home to the principal art gallery, collection and original concert hall for the University of Birmingham. Our mission is directed by the vision of our founder, Lady Barber, who established a museum for ‘the study and encouragement of art and music’ with an art collection that was to be ‘of that standard of quality required by the National Gallery or the Wallace Collection’. Today, its internationally significant collection – cared for in a Grade-1 listed Art Deco building – includes masterpieces by Sandro Botticelli, Edgar Degas, Thomas Gainsborough, Gwen John, Käthe Kollwitz, René Magritte, Edouard Manet, Claude Monet, Auguste Rodin, JMW Turner, Vincent van Gogh and Elizabeth Vigée-Lebrun – among others. Our vision is for the Barber to be a welcoming and responsive museum, whose collections and innovative art and music programmes inspire creativity and curiosity. The Barber also strives to manifest Lady Barber’s vision of a hub for the social life of the University – a space that can connect people – and our mission today extends beyond the campus to local, national and international communities.

You can read more about our mission and purpose, our vision and our values, on our website at [Our Mission - The Barber Institute of Fine Arts](#)

About the role

The Barber Institute of Fine Arts is looking for an organised, enthusiastic and hands-on Exhibition and Loans Assistant to support the Exhibitions and Loans Manager in delivering the loans and exhibitions programmes, and support collections management procedures.

The Barber Institute is currently closed to the public and undergoing the first phase in a £10 million building improvement programme. The postholder will also support the Barber's Collections team in the preparation for reopening in 2024, as well as in the planning and preparation for Phase 2 of the project which will involve a major decant project.

Owing to the tight timeline of the planned refurbishment, we require the postholder to bring relevant skills and experience that will enable them to undertake the required duties immediately. Therefore, we are seeking someone with relevant experience working in a museum or similar environment, ideally in registration, collections care or exhibitions planning.

You will possess strong logistical and practical skills and have an understanding of best practice in collections care. You will be an excellent communicator with the ability to foster positive working relationships with a diverse range of staff, both within the Barber and externally. To work effectively on multiple projects and competing priorities, you will have effective time management skills, and excellent administration skills, using databases (Mimsy XG) and Microsoft Word, Excel and Outlook.

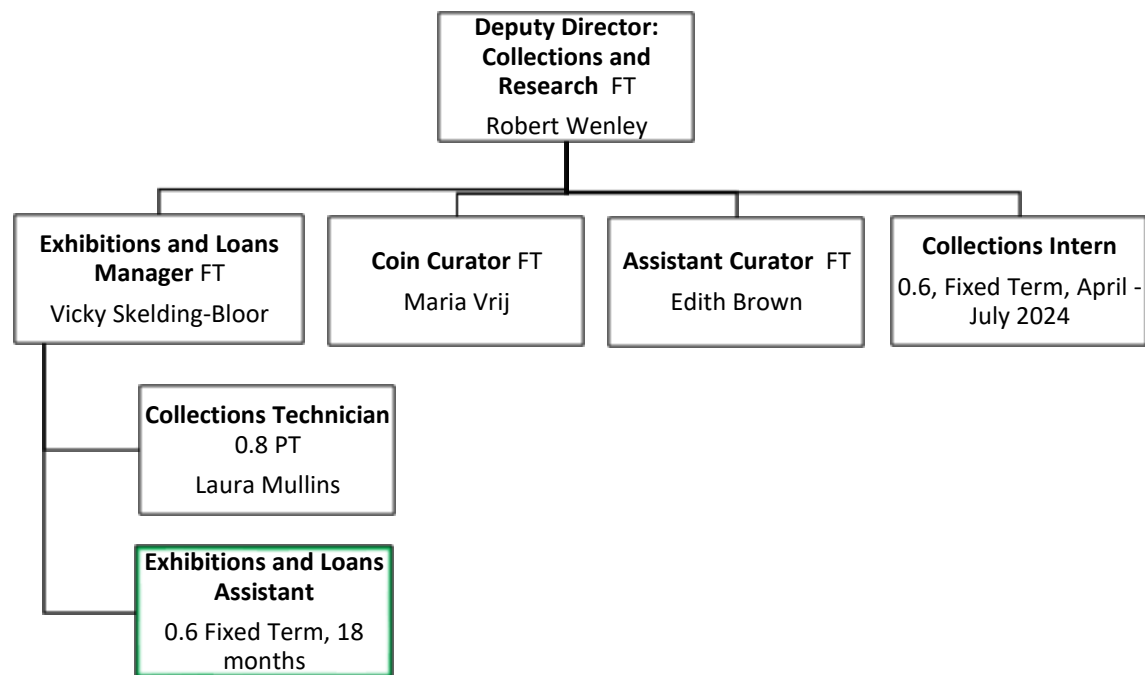
This is an exciting time of change at the Barber and an excellent opportunity for someone wishing to enhance their skills in museum registration and collections care.

The postholder will be based at The Barber Institute of Fine Arts, on the University of Birmingham's Edgbaston campus. This is a fixed term role for 18 months for 3 days per week.

About the Collections Team

The Collections Team cares for the world-class collections at the Barber Institute of Fine Arts, which principally encompass post-classical European fine and decorative arts and ancient Roman and Byzantine coins. The team ensures that the collections are kept in good order through its housekeeping procedures and conservation programme, and monitoring of environmental conditions.

The team conceives, organises and delivers the Barber's critically acclaimed exhibitions and displays programme, often partnering with distinguished external specialists and leading institutions, and manages loans in and loans out, working with venues across the UK, Europe and the USA. Research is fundamental to this programme, and the team is fortunate to have the excellent Barber Fine Art Library and Department of Art History, Curating and Visual Studies within the building as well as the wider resources and expertise of the university campus at hand. Research also informs the interpretation of the collections



Reports to: Exhibitions and Loans Manager

Other key relationships:

Internal: Deputy Director: Collections & Research; Collections Technician; Assistant Curator; Coin Curator; Visitor Services and Operations Manager

University: Colleagues from other University cultural venues

External: Sector peers and networks in city, regional, national and international museums, galleries, heritage and cultural organisations

Main duties

Collections and project support:

- Carry out an efficient and effective audit of the collection, working with the Exhibitions and Loans Manager to plan and implement appropriate storage, movement and documentation of a major decant project.
- Assist the Collections team to plan and implement movement of objects.
- Assist with collection documentation; entering location moves; loan out information and uploading relevant reports into Mimsy XG database.
- Assist the Exhibitions and Loans Manager in preparation of Risk Assessment Method Statement (RAMS) and scheduling for the refurbishment project.

Exhibitions and Loans

- Generate best practice physical and digital files for new exhibitions, short/long term loans in, and out.

- Archive loan-out physical and digital files to best practice standards, collating and filing all relevant papers including conservation reports, loan agreements, insurance, finance and movement control.
- Effectively collate material for exhibition evaluation reports and other reports as required, for both internal and external stakeholders.
- Archive temporary exhibition digital and physical files to best practice standards
- Analyse Lender Loan Agreements, Facilities Reports and insurance policies accurately inputting relevant information where required.
- Accurately prepare transport receipts, conservation reports, pre-loan assessment reports, provenance checklists etc. from templates, scanning and filing completed documents.
- Accurately collate previous loan out data, in preparation for Henry Barber Trust termly meetings.
- Maintain a complete log of loan out history, loan out exhibition publication log, and loan-out visitor attendance figures to best practice standards.
- Collate historical environmental readings for potential lenders and the Arts Council England to best practice standards.
- Ensure timely updating/ accuracy of Loans pages on the Barber website (in liaison with Communications and Marketing).
- Assist with applications for Government Indemnity Scheme.
- Assist in arrangements for, and production of, courier packs for loans out/in.

General:

- Assist the Exhibitions and Loans Manager in finance processes including sourcing quotes, ordering goods and services, recording and monitoring all expenditure in line with University of Birmingham financial systems and procedures.
- To minute meetings where required.
- Promote equality and diversity, acting as a role model and fostering an inclusive working culture.
- Support the University of Birmingham's sustainability agenda through resource efficient working.
- Proactively engage in CPD and training opportunities.
- Contribute to a team and whole organisational culture of sharing practice, learning and critical analysis by proactively and positively participating in team meetings and CPD opportunities
- Any other duties commensurate with the post.

Required Knowledge, Skills, Qualifications, Experience

- A good standard of education to at least A level or equivalent
- Proven relevant work experience in museum registration, collections care or exhibitions planning role
- Demonstrable interest in collections and exhibitions management
- An understanding of the legal framework of lending and wider collections managements; fine art insurance and indemnity schemes

- Knowledge of the principles and practice of relevant specialist sector requirements and best practice (museum documentation, art handling and transportation)
- Knowledge of collections care and best practice art handling
- Excellent organisational and administrative skills with attention to deadlines and detail
- Excellent communication skills both written and oral
- Excellent interpersonal skills: build effective relationships with colleagues, stakeholders, other institutions, guest curators, artists etc.
- Ability to use judgement to prioritise own workload and a flexible and a positive attitude to working in a small team
- Ability to work independently and as part of a team and know when each approach is appropriate
- A calm and collaborative attitude to working with a sound and logical approach to problem-solving
- Excellent IT literacy being proficient in Microsoft Office packages (Outlook, Word and Excel and PowerPoint) and having experience of using specialist collection databases
- Good level of numeracy, with confidence to handle statistical and financial information
- Ability to adhere to legislation, policies and procedures (e.g. health and safety legislation, risk assessment procedures, safeguarding policies and procedures, financial protocols and GDPR)

Our Shared Values

Each professional services area will outline how the values apply in their area and the behaviours expected from colleagues to ensure we embed them in everything we do

Ambitious	Innovative	Open	Collaborative	Responsible
We are confident in the University of Birmingham and project this globally. We are focused on our goals, are clear about our strengths, and pursue our own direction. We are bold and take intelligent risks.	We enjoy being the first to do things. Inspired by our Birmingham heritage, we are resourceful, creative, grounded, and practical, and seek to make a real and positive difference to the world around us.	We welcome colleagues, collaborators, and students from across the world to work and study with us. We are committed to academic freedom, freedom of speech, and equality of opportunity for all. We expect everyone to act with sensitivity, respect, and fairness.	The major challenges facing our city, nation, and the world cannot be solved if we act alone. We enhance our research and education by pursuing creative partnerships within and beyond the University.	We operate with transparency, trust, and respect. We value our role as an anchor institution for Birmingham. We strive to be an excellent employer, to reduce inequalities in access to education, and to place sustainability at the heart of our work.

How to apply

Please apply for this role through the University of Birmingham's online portal and application process, [Oracle](#).

Please note that applications and CVs sent direct to the team will not be considered.

Other Information

Interviews are planned to take place on **Thursday 18th April 2024**.

Please note that interviews will be held in person at the Barber Institute of Fine Arts, University of Birmingham.

Due to the high number of candidate submissions we receive, please note that we are sorry that we cannot respond to each one individually. If you have not heard from the team directly by the 15th April 2024 please take this as not having been successful in shortlisting for interview.

Working at the University of Birmingham brings many benefits, from generous holiday leave, to reward and recognition. The University offers a range of benefits to help you achieve a better balance between your family and work responsibilities. We provide discounts on childcare and have two, day nurseries and a holiday club on or near campus. In addition, you can benefit from a number of retail offers and discounts and you will have the opportunity to join private medical and dental schemes such as the National Dental Plan. For more information about staff benefits, please visit:

<http://www.birmingham.ac.uk/staff/employeebenefits/index.aspx>

In addition, you will have access to all of the University's facilities such as the sports centre, library, outstanding nurseries, research facilities, faith support, wellbeing services, staff clubs and networks.

Applicants are invited to apply on-line via our e-recruitment system. This can be found at <http://www.birmingham.ac.uk/staff/jobs/index.aspx>. Please quote post number insert post number in any correspondence.

We value diversity at the University of Birmingham and welcome applications from all sections of the community. **Valuing excellence; sustaining investment.**

For an informal chat about the post of Exhibitions and Loans Assistant, please contact Vicky Skelding-Bloor, Exhibitions and Loans Manager, Email: v.a.skelding-bloor@bham.ac.uk