



THE UNIVERSITY OF MANCHESTER
PARTICULARS OF APPOINTMENT
FACULTY OF CULTURAL INSTITUTIONS
WHITWORTH ART GALLERY
ASSISTANT REGISTRAR
VACANCY REF: CIX-028666

Salary: Grade 4 £27,644 to £30,805 per annum, depending on relevant experience

Hours: 35 hours per week

Duration: Permanent

Location: Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

Name: Jamilla Briggs

Email: jamilla.e.briggs@manchester.ac.uk

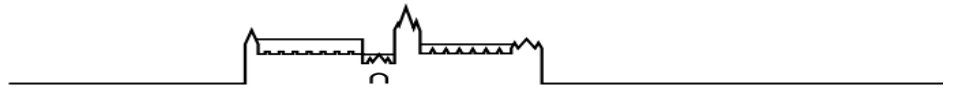
Job Description

Overall purpose of the role

As Assistant Registrar, you will work as part of the Collections and Exhibitions team at the Whitworth, a leading university art gallery in Manchester holding an internationally renowned collection of art, textiles and wallpaper. In this role you will support the work of the Gallery Registrar, help coordinate arrangements for all inbound and outbound loans, support the planning and delivery of a diverse and ambitious programme of exhibitions including national and international touring projects, and artist projects. You will support with the processing of collection acquisitions and disposals. You will work within and help maintain the highest museum standards across all areas of your role. Throughout, you will play a key part in raising the profile of the Gallery's designated collections and its aim to use art for positive social change.

Key Responsibilities:

1. **General**
 - Support the Gallery Registrar to facilitate inbound and outbound loans and liaise with colleagues to ensure the correct paperwork is finalised in an organised and timely manner.
 - Enter and maintain up-to-date records in EMu, the Gallery's collections management system.
 - Support the work of colleagues to ensure the gallery complies with policies and procedures relating to Museum Accreditation and Spectrum standards.
 - Monitoring income and expenditure relating to object movement, loans in and loans out, including



processing purchase orders and Invoices, as well as supporting with the management of tender processes with third parties by obtaining competitive quotes

- Create and maintain project files and produce reports as requested.
- Administrate the condition reports process for collection and loaned artworks, ensuring excellence in our standards of documentation and reporting, liaising with curatorial, conservation and other staff as necessary.
- Carry out all duties in accordance with our Equality, Diversity and Inclusion, Access, and Health and Safety Policies.
- Actively support and contribute to the Whitworth's commitment to becoming an anti-racist organisation with a focused responsibility on the Assistant Registrar duties.
- Represent the Whitworth at lectures, seminars, conferences and workshops relevant to Assistant Registrar duties.
- Have a commitment to your own professional development, including keeping informed of current developments relevant to this role.
- Be willing to work occasional weekends and evenings during busy periods.
- Support the Gallery Registrar with any other tasks relevant to the role.

2. Collections

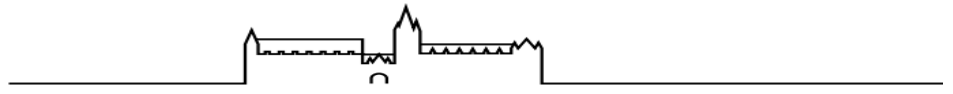
- Coordinate the contracts, insurance and transport for outbound loans from the collection as requested.
- Help coordinate the packing and transport for incoming acquisitions in consultation with Gallery Registrar, Curators and Collection Care and Access Team.
- Where necessary, help coordinate the packing and transport for disposals in consultation with the Gallery Registrar, Curators and Collection Care and Access Team.
- Help prepare and circulate loan reports ahead of Collection Management Meetings.

3. Exhibitions and Tours

- Work closely with the Gallery Registrar and Curators to help generate loan administration, insurance, packing, transport, storage and display plans for all incoming exhibition loans.
- Support the Gallery Registrar to facilitate a programme of national and international touring exhibitions, and artist projects.
- Work closely with the Gallery Registrar and Collections Care and Access Team on the condition checking and documentation of artworks on loan to the Whitworth.
- Liaise directly with lenders, Collection Care and Access Team in relation to display specifications and packing, including documenting necessary information.
- Support the Gallery Registrar, Curators, Conservators and Collections Care and Access Team with the scheduling of the installation and de-installation of exhibitions.
- Overseeing movements of loans, dealing with external couriers and liaising with internal and external colleagues as required.

Person Specification – Essential Knowledge, Skills and Experience

- A degree (or equivalent) in History of Art, Visual Culture, Cultural Studies, History or other related discipline or demonstrable equivalent experience.
- Demonstrable experience working with registrar or exhibition administration tasks within a museum or gallery.
- An understanding of international museum standards for transport, packing, handling and environmental conditions in relation to moving objects within UK and abroad and applying this to the negotiation of loans and contracts.



- Experience of arranging insurance and a working knowledge of the ethical policies around acquiring or loaning artworks, such as due diligence and anti-seizure legislation.
- An awareness of museum sector standards, including Museum Accreditation and Spectrum.
- Knowledge of the Museums Association Disposals process.
- Experience in using a collections management system within a gallery or museum setting.
- Excellent organisational skills with the ability to process information promptly, to act decisively and within tight timeframes.
- A collaborative and methodical approach and proven attention to detail.
- Excellent interpersonal, written, and verbal communication skills.
- Excellent IT skills, including working experience of MS Excel and the Office suite of programmes.
- A proven commitment to equality, diversity and inclusion principles.
- Knowledge of and commitment to best practice in health and safety management.
- An enthusiasm for textiles, wallpaper, historic, modern and contemporary art and artists.
- Knowledge and enthusiasm for the Whitworth's collection and its socially-driven exhibition programme and mission.

Desirable – Knowledge, Skills, Experience and qualifications

- Experience of working on a national and international touring programme, including contracts and setting terms and conditions.
- Post-graduate qualification in Museum Studies or another relevant subject.
- Knowledge of one or more foreign languages.
- Experience of EMu collections management system.

WORKING FOR THE UNIVERSITY OF MANCHESTER

The University of Manchester strives to make our community a welcoming, caring and enthusiastic one, fuelling ambition with opportunities and support to help us all achieve our personal and professional goals.

Our diverse job opportunities include an attractive [benefits package](#) with family-friendly policies that provide for flexible working. We care deeply about career and personal development, offering a structured induction programme for new staff, an annual performance and development review, staff training for all career stages and mentoring opportunities to support your career development.

We have a genuine commitment to [equality of opportunity](#) for our staff and students, and are proud to employ a workforce that reflects the diverse community we serve.

As a global institution, situated at the heart of a lively, [culturally diverse city](#), we welcome applicants of all nationalities. To help international job applicants plan for life in the UK, we have put together some useful [information on passports and visas](#), travel to the UK, accommodation and a number of other practical considerations.

WHITWORTH MISSION AND VISION

Our aims are to:

Provide access to art and creativity for all communities and be an advocate of social and ecological innovation for sustainable futures.

Provide expertise and space for experiential learning and interdisciplinary research.

Contribute to the development of a more resilient, socially responsible and caring society by inspiring and informing the audiences through exhibitions, public programmes, civic engagement, education, and the care and research of the collection.

Tell new and less-known stories from multiple global perspectives through art, making connections with Manchester's people and history, to imagine better ways of living together.

Contribute to the understanding of the world as the cumulative effect of transcultural intersections and connections distributed across time and space through art and creativity.

Our approach focuses on three areas:

Programme: We are informed and enthused by our collection of art, textiles and wallpaper that holds an international significance, which we care for as custodians and share with the audiences in innovative and contemporary ways. We are also inspired and guided by art and creativity beyond our collection, which relate to all aspects of human experience affecting our shared planet. Our exhibitions and public programmes are shaped with and for our audiences with diverse interests, abilities, and lived experiences.

People: Care and respect of our staff and volunteers extend to everyone we work with and the audiences. We wish to offer an open, inspiring, and safe place for all, upholding values including freedom of ideas and expression, and ask everyone to be considerate and caring to each other.

Place: Our gallery and park are where art and creativity meet people. We provide a resource and platform for all its constituents, from our immediate neighbours to wider communities in the city and