

Assistant Curator of Public Programmes

Reporting to: Director

Contract: part-time, temporary (4 days a week)

Salary: £24,000.00 pro rata

Deadline for applications: 5 October 2018

Overview

The Museum of Architecture is a charity dedicated to stimulating innovation in the architectural industry and helping the public better engage with architecture. MoA provides resources for architects to rethink the way they approach their practice and communicate with the audiences they are designing for. MoA also seeks to expand the public's understanding of the built environment by linking architecture to contemporary culture to make it accessible to all. MoA is a pop-up museum, currently embarking on a long-term development plan to secure a permanent space for the museum. As a pop-up museum, the MoA curates and develops public installations, projects and exhibitions, as well as two series of public programmes.

The MoA's public programmes are a space for debate and inquiry into key issues shaping the relationship between architecture and society. The programme is shaped both by MoA's exhibitions and strategic aims, as well as informed by its long-term mission to become a research institute for contemporary architecture. The successful applicant will have a good knowledge of design and architecture industries, be a creative thinker and have a proactive curatorial approach that will expand the MoA's audiences and enrich its cultural offer.

Purpose of the job

The successful candidate will be responsible for curating and delivering MoA's talks and events programme in collaboration with the museum's director. They will be expected to manage the budgets, develop innovative events, grow the museum's audiences and diversify its current programme of events. They will work closely with the museum's network of partners and coordinate its events ambassadors and volunteers.

Main tasks

Programme Development

- Research, curate and implement an innovative programme of free, income-generating and funded events in collaboration with the museum director
 - Liaise with internal and external stakeholders to ensure that the public programme connects with the MoA's overall mission and development strategy
 - Identify and develop opportunities for partnerships with other institutions, organisations or industry collaborators
 - Grow and diversify the audience and ensure that visitor targets are met
 - Write text and develop communication material relating to the programme
 - Document and grow the public profile of the programme through blog posts, podcasts or other digital tools
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Administrative Responsibilities

- Organise and coordinate the delivery of evening talks and events
 - Support marketing and communication activities related to the public programme
 - Supervise volunteers working on the programme, making sure they are briefed
 - Assist with exhibition and public projects installation as required
 - Ensure that databases and contact details are regularly updated
 - Project manage commissioned events, exhibitions and installations to ensure that projects are delivered on time and to a high standard
 - Support the museum director in the day-to-day running of the charity
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Knowledge, Skills and Experience

- A graduate or postgraduate qualification in design, architecture, design history, architectural history or a related field
- A good knowledge of architecture industry

Essential skills

- Creative thinker with the ability to generate ideas
- Highly motivated
- Excellent interpersonal skills
- Well organised, with a structured yet flexible approach
- Excellent written and oral communication skills
- Ability to liaise effectively with colleagues and external contacts
- Effective manager of resources
- A mutually supportive and collaborative team working style
- Highly organised and able to work under pressure
- Proficient in word processing and basic knowledge of Adobe Creative suite

Experience

- Experience of researching for and delivering exhibitions, talks or conferences in the field of architecture and design
 - Experience of project management and the ability to co-ordinate many aspects of installations and public projects
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If you're interested in applying for this role please send your CV and cover letter to info@museumofarchitecture.org by midnight on 5 October 2018.

Interviews will be held on the week of 8 October 2018.
