



## Art Collection Officer Job Profile and Person Specification

### The role

<b>Job Title</b>	Art Collection Officer
<b>Responsible to</b>	Arts Engagement Manager
<b>Hours</b>	30 hours per week (4 days), with flexibility to work evenings and weekends as the role requires, for which time off in lieu will be given
<b>Salary</b>	£31,500 pro rata (equivalent to £25,200 per annum)
<b>Job type</b>	18-month fixed term contract initially
<b>Location</b>	Charity Offices, St George's Hospital, Tooting, London
<b>Start date</b>	Anticipated January 2025

### Background to the role

St George's Hospital Charity's arts programme brings art and creativity into our hospitals. We know that accessing and participating in the arts supports our health and wellbeing, encourages social interaction and improves our quality of life. The arts programme provides opportunities for patients, their families, staff and the wider communities in Merton and Wandsworth to engage in the arts, improving their hospital experience and transforming clinical environments into compassionate spaces.

The arts programme is led by the needs of our patients, their families and staff and covers the following programme areas:

- Participatory arts programme
- Art & heritage collection
- Built environment

In summer 2019 St George's Hospital Charity took over the management of the arts programme. Our vision is to deliver a high-quality, high-impact programme that is recognised by patients, visitors and staff as an essential and valued part of their hospital experience. With thanks to a generous grant from The National Lottery Heritage Fund, we are currently focusing on our Art and Heritage Collection: auditing, relabelling, conserving and increasing access to it. We will do this through making the collection available online to the public and an engagement programme to preserve, and tell, the heritage stories of the hospital, its staff, patients and local community.

St George's Art and Heritage Collection comprises over 800 works of art and artefacts dating from the founding of St George's Hospital in 1733 at Lanesborough House, Hyde Park Corner, to the present day. The collection has grown over four centuries through donations, commissions, bequests and purchases; it reflects the hospital's rich heritage, its people, buildings, places and stories.

## **Purpose of the role**

Working as a key member of the arts team, the Art Collection Officer will be responsible for day-to-day management of the art and heritage collection, with a focus on improving collection care, collection management systems, responding to artwork requests and increasing audience engagement. Working closely with the Arts Engagement Manager and Head of Arts, they will support the delivery and evaluation of a new programme of engagement involving staff, patients and local community groups, with our art & heritage collection and the heritage of the hospital. This will include supporting the Creative Heritage Resident Artist, to deliver engagement activities and new exhibition displays, working in partnership to deliver activities to the wider local community.

This role is funded by The National Lottery Heritage Foundation as part of the project '*Our Hospital: conserving, curating and responding to St George's Art and Heritage Collection.*' Made possible by money raised by National Lottery players, the project focuses on conserving, cataloguing, reinterpreting and digitising St George's unique Art and Heritage Collection so it can be enjoyed by many more people. '*Our Hospital*' will use the collection to showcase the hospital's impressive heritage, the diverse communities it serves, and the unheard stories of staff who have worked here, particularly those from under-represented groups.

Supported through The National Lottery Heritage Fund, the project will engage the diverse staff group at the hospital and build links with our local communities, encouraging and enabling creative responses to our heritage through a series of workshops with staff, patients, local schools and community groups. Both the internal and external work produced during the project will be showcased through displays, exhibitions and events across the three years.

## **Main duties and responsibilities**

### **Art and Heritage Collection management**

- Move all Art & heritage collection information to the new E-Hive public collection system and ensure all data is up to date ready to launch the system.
- Respond to all Art and Heritage Collection requests and create a system / process for staff to request new works.
- Audit the collection for conservation and repair, organising professional services where required, working with volunteers and the Arts Team to arrange basic repairs.
- Manage the day-to-day care of the collection including framing, conservation, and movement of collection items, bringing in professional services as needed.
- Manage the regular audit of artworks, ensuring that professional collection standards are maintained, updated labelling is in place and repairs are carried out.
- Maintain the collection management system (eHive), including creating and amending records, generating reports, and ensuring accurate location records.
- Support the installation of artworks and exhibitions, including art handling and occasional moderate lifting.

## **Creative heritage engagement**

- Coordinate the planning, delivery and evaluation of the collection engagement programme to bring the Art & Heritage Collection to a wider audience through better displays, interpretation and engagement with patients, staff and local community groups.
- Provide supervision and practical support for the Creative Heritage Resident Artist and local partners, ensuring that they feel welcome and comfortable onsite and whilst offsite.
- Work closely with the Creative Heritage Resident Artist and Arts Team, to create engagement and creative responses to items in the collection, to display alongside the collection in new exhibitions focusing on telling the story and heritage of the hospital.
- Curate a programme of exhibitions and displays in collaboration with the Creative Heritage Resident Artist, St Georges University Hospital NHS Trust staff, St George's University Archives, external partners, local residents and community groups.

## **General role duties**

- Collect and collate evaluation data across the project, supported by the Impact and Evaluation Manager to create new tools as required.
- Coordinate risk assessments for arts activity, ensuring that hospital health and safety protocols are followed.
- Contribute to communications around the project including social media, digital and printed marketing, Charity news page, Arts St George's newsletter and Trust newsletters.
- Process invoices and purchase supplies for the project, following Charity finance processes and ensuring budget records are maintained.
- Organise and take meeting minutes for project specific meetings.
- Help to maintain the arts store, monitoring available art materials for project workshops and ensuring collection items are stored safely.
- Supervise arts & heritage volunteers with support from the Arts Engagement Manager and Head of Arts.
- Represent St George's Hospital Charity at relevant project meetings and networking events where relevant.
- Assist with internal and external publicity and communications.
- Provide administrative support for reports.
- Occasional weekend and evening work when required.
- Other duties as required to support the arts programme and Charity.

## Person Specification

Essential	Desirable
<b>Education / Qualifications / Training</b>	
A degree in participatory arts/ arts education/ museum studies/ curating/ art history or equivalent arts/heritage experience	
Evidence of continuous professional development	
<b>Experience</b>	
Background in collections/ participatory arts/ arts education/ exhibition preparation, with at least 2 years' experience of arts administration and/or programming within an arts/heritage or community setting, either paid or voluntary	Experience of charities and/or health-related organisations
Experience of working with a range of organisations and stakeholders	Experience of monitoring and evaluating to demonstrate the impact of arts projects
Experience of using a collection management system (eHive, Vernon or similar)	Experience of working directly with artists
	Some experience of creating high quality content and copy for social media
<b>Skills</b>	
Empathetic and sensitive to a challenging environment but with the ability to maintain professional boundaries and adhere to confidentiality requirements	
Attention to detail	
Strong project planning and organisation skills	
Strong communication and inter-personal skills	
Excellent verbal and written presentation skills	Experience of writing blog posts
Ability to work as part of a team	
Enthusiastic, practical and self-motivated	
Expertise in MS Office, especially Word and Excel, as well as experience of using a CRM database	
	An eye for graphic design, with some experience of creating marketing materials
<b>Knowledge</b>	
Knowledge of procedures and best practice in collection management – including conservation, collection management systems and day to day management	Knowledge of procedures and best practice in arts and health
Understanding of how to engage and develop audiences	Knowledge of health and safety, infection control, and data protection policies
Understanding of and interest in wider national conversations about arts and health, heritage and collection management	
Interest in arts and culture	

Understanding of, and a commitment to, equal opportunities and diversity.	
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**We are particularly interested in hearing from applicants who are currently underrepresented within the Arts & Health and Heritage sectors.**

**How to apply**

**The deadline for completed applications is midnight on Sunday 17 November 2024.**

Please submit an up-to-date CV and detailed covering letter no more than two sides of A4, demonstrating and clearly addressing in turn how you meet the skills, knowledge and experience set out in the Person Specification.

Please email your application to Anne Cantle, HR Manager [Anne.Cantle@stgeorges.nhs.uk](mailto:Anne.Cantle@stgeorges.nhs.uk)

Interviews will take place on Tuesday 3 and Wednesday 3 December at St George's Hospital in Tooting, London.