

Arts & Heritage Assistant – fixed term contract Role and Person Specification

Role	Arts & Heritage Assistant
Responsible to	Arts Engagement Manager
Hours	30 hours per week (4 days), with flexibility to work evenings and weekends as the role requires
Salary	£23,088 pro rata (full time equivalent £28,860)
Job Type	Fixed term contract
Contract period	Estimated contract period June 2026 to end of March 2027
Location/s	Charity Office or Blackshaw Annex, St George's Hospital, Tooting (as well as St George's University Hospitals NHS Foundation Trust sites & local community settings)
Start date	Predicted June 2026

Background

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 our wider communities, 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 900 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.

Project

We are looking for an Arts & Heritage Assistant to support the delivery of 'Our Hospital: Conserving, Curating and Responding to St Georges Art & Heritage Collection', funded by The National Lottery Heritage Fund. This is a fixed term role focused on helping the arts team deliver key elements of the project during the final defined period of the project.

The Arts & Heritage Assistant will support with the day to day management of our Art & Heritage Collection, including condition checking, relabelling and arranging framing or conservation where required, with the support of the Art Collection Officer. They will support with delivery of a programme of creative engagement to engage hospital staff, patients and local community groups, with our art & heritage collection. This will include supporting the Creative Heritage Resident Artist, to deliver creative engagement activities and new exhibition displays. The Arts and Heritage Assistant will be managed by the Arts Engagement Manager and work closely with the whole team.

This fixed term role is funded by The National Lottery Heritage Fund 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' uses 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.

Key responsibilities

Art and Heritage Collection

- Support the Art Collection Officer with the audit of the Art & Heritage Collection, alongside our Art & Heritage volunteers.
- Support the day-to-day care of the collection including updating artwork labels, conservation, framing and movement of collection items, bringing in professional services as needed.
- Support the installation of artworks and exhibitions at the hospital, including art handling and occasional moderate lifting.
- Support with Art & Heritage Collection requests from Trust staff and keep the artwork request log up to date.
- Support with updating the collection management system (eHive), including creating and amending records, generating reports, and ensuring accurate item records.

Creative heritage engagement

- Provide support for the Creative Heritage Resident Artist and local partners during creative engagement sessions, ensuring that both they, and participants, feel welcome and comfortable onsite and whilst offsite.
- Support with ensuring the Creative Heritage Resident Artist has the required materials for the creative engagement workshops and sessions they are leading.

- Provide support with creating exhibitions and displays in collaboration with the Creative Heritage Resident Artist, St Georges University Hospital NHS Trust staff, external partners, local residents and community groups.

General duties

- Support with collating of evaluation data across the project.
- Ensure that hospital health and safety protocols are followed at all times.
- Contribute to communications around the project including social media, digital and printed marketing, Charity news page, Arts St George's newsletter and Trust newsletters.
- Purchase supplies for the project, following Charity finance processes and ensuring budget records are updated.
- Supervise arts & heritage volunteers with support from the Art Collection Officer and Head of Arts.
- Help to maintain the arts store, monitoring available art materials for project workshops and ensuring collection items are stored safely.
- Represent St George's Hospital Charity at relevant project meetings and networking events where relevant.
- Assist with internal and external publicity and communications.
- Occasional weekend and evening work when required.
- Other duties as required to support the arts programme and Charity.

Person Specification

Essential	Desirable
Education / Qualifications / Training	
A degree in participatory arts/ arts education/ museum studies/ curating/ art history or equivalent arts/heritage experience	
Experience	
Background in participatory arts/ arts education/ exhibition production/ art or heritage collections, with at least 1 years experience of arts administration / production within an arts/heritage or community setting, either paid or voluntary	Experience of creating newsletters and social media for arts projects
Experience of working directly with artists	Experience of using a collection management system (eHive, Vernon or similar)
Skills	
Empathetic and sensitive to a challenging environment but with the ability to maintain professional boundaries and adhere to confidentiality requirements	Basic graphic design and photo/video editing software skills
Strong project planning and organisation skills	
Strong communication and inter-personal skills	
Excellent verbal and written presentation skills	
Ability to work as part of a team	
Enthusiastic, practical and self-motivated	
Experienced in MS Office	
Excellent attention to detail	
Knowledge	
Knowledge of arts administration /art collection day to day management/arts programming procedures	Knowledge of health and safety, infection control, and data protection policies
Interest in arts, culture and creative health	
Understanding of, and a commitment to, equal opportunities and diversity.	

How to apply

Deadline for completed applications is midnight Sunday 17 May.

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

Please email your application to Sarah Grainger-Jones, Head of Arts – arts@stgeorges.nhs.uk

Interviews will take place on either Wednesday 3 June or Thursday 4 June 2026.