



VACANCY: CURATORIAL ASSISTANT

The William Humphreys Art Gallery (WHAG) invites applications for the Curatorial Assistant vacancy as advertised.

Equity Statement: Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation/Operating Division.

Remuneration An all-inclusive package of R 318 168 per annum. Membership to the Museum pension Fund is compulsory.

Purpose of the Position:

The main purpose of this post is to ensure the safe storage, preservation, and conservation of all artworks, the updating of the collection database, and the maintenance of WHAG's online platforms. The Curatorial Assistant is expected to oversee tasks delegated by the Director, coordinate with necessary staff of the WHAG and service providers and generally ensure that the projects are moving forward on time.

Requirements:

1. At least 3-year Diploma or Bachelor of Arts (BA) in Fine Art or Art History, Museum Studies, Cultural Heritage Studies, Visual Culture, Graphic Design or an equivalent qualification;
2. Excellent knowledge and application of MS Access, MS Word, MS Excel, Corel Draw and Adobe Indesign;
3. Experience working with museum database software or similar software;
4. Competency in handling and ensuring all objects in the permanent and loan collection are handled, stored, transported and exhibited in an environment and manner conducive to the preservation of the artworks.
5. Excellent knowledge and application of WordPress, website design and maintenance;
6. Excellent knowledge and application of collections management practices coupled with a basic knowledge of conservation principles and techniques;
7. Strong administration and co-ordination skills, with a methodical approach and attention to detail;
8. Excellent verbal and written communication skills;
9. Strong research skills;
10. Ability to work independently and deliver work within agreed upon timeframes;
11. Minimum of three (3) years working experience within the industry or related industry;

12. Passionate and knowledgeable about the museum industry;
13. Valid Code 8 driver's licence;
14. An understanding of printing processes and vinyl cutting will be advantageous;

Key Responsibilities

1. Ensure all objects in the permanent collection and loan collection are accounted for in terms of museum practices.
2. Maintain all Collection records, completion of Condition Reports for all incoming and outgoing artworks.
3. Develop an effective collection's digital imagery catalogue and provide information to all staff and researchers who want to access the WHAG Collection.
4. Create labels for all objects within the collection.
5. Development and maintenance of the website and social media platforms.
6. Desktop and online marketing
7. Layout, design and printing of reports, invitations, and promotional material.
8. Assist in Community Outreach Programmes and Art Projects.
9. Assist the art collection team with preventative conservation measures or treatment where necessary.
10. Assist the conservation and display team when necessary;
11. Ensure all objects in the permanent and loan collection are handled, stored, transported and exhibited in an environment and manner conducive to the preservation of the artworks.

The William Humphreys Art Gallery is an equal opportunity employer and is committed to employment equity and redress. The William Humphreys Art Gallery reserves the right not to make an appointment. If applicants haven't been contacted within four weeks of the closing date, applications should be considered unsuccessful.

The closing date for the application is **8 July 2022**.

Applications must include a cover letter and can be **emailed** to cfo@whag.co.za or **hand-delivered** to the **Director at the William Humphreys Art Gallery, 1 Cullinan Crescent, Civic Centre, Kimberley.**