

**GALLERY CURATOR**  
**Theatr Clwyd**  
Job Description

FIXED TERM TO 31 MARCH 2027

Family: Company Support

Responsible for: N/A

Reports to: Artistic Director

Grade: M1

**Job Purpose**

The Gallery Curator is responsible for developing, managing, and delivering the gallery's artistic programme. This includes curating exhibitions, researching and acquiring artworks, interpreting collections, ensuring the gallery's artistic vision, educational mission, and strategic objectives are met

**Key responsibilities**

- To support in the research and development of exhibitions, publications and events, as directed by the Artistic Director
- To work directly with artists and to develop and project manage Theatr Clwyd's exhibition spaces
- To contribute ideas to the overall future planning of the programme
- To cultivate, collaborate and liaise with lenders, artists, designers, partner institutions and other collaborators for exhibitions and commissions
- To organise or assist in the design and layout of exhibitions, liaising with designers and contractors as directed.
- To work to schedules set for the planning, installation and take down of exhibitions. Ensure relevant exhibition information is accurate and up to date.
- To update exhibition data on specific exhibitions including that required for catalogues, insurance applications and transportation purposes, working in liaison with artists and organisers as necessary.
- To assist in the preparation of contracts
- To carry out loan administration and the condition checking of artworks and organise framing/mounting as required. Liaising with museum/gallery couriers as necessary.
- To write, edit and prepare exhibition labels and interpretative texts for specific exhibitions as required and co-ordinate production of these graphic elements.
- To liaise with the Marketing team on publicity material
- Any other duties as deemed necessary

## **Person Specification**

### **Essential**

- Experience of working in a gallery or museum organising exhibitions
- Demonstrable knowledge and experience of curating.
- Diplomacy, flexibility, ability to get on well with people and have a professional attitude; the ability to work independently and in a team
- Ability to project manage exhibition and artist commissions
- Excellent written and verbal communication skills
- Excellent attention to detail
- Results-oriented, fast and effective working style
- The ability to work to tight deadlines and maintain a calm, ordered approach

### **Desirable**

- Degree qualification or equivalent knowledge and experience in visual arts-related discipline - preferably fine art, art history or architecture/design history
- Excellent knowledge of 20th and 21st century art and/or design.
- A demonstrable network of art world contacts
- Full Driving Licence
- Ability to write and converse in Welsh