



Whitby
Town Council

PANNETT
ART
GALLERY

Collections Assistant

Collections Assistant: £11,100.00

(74 days at £150.00 per day)

Fixed term, To be completed by 14th March 2025

Freelance position: The postholder will be responsible for their own national insurance and tax contributions. They will not be an employee of Pannett Art Gallery or of Whitby Town Council.

You will be based at Pannett Art Gallery with home working where appropriate.

Who we are:

The Pannett Art Gallery is a small, Town Council gallery with big ambition. Located in the beautiful Pannett Park, Whitby, we share a building with the fascinating Whitby Museum.

Our collections are held in trust on behalf of the inhabitants of Whitby. Many of these art works are on display, with the rest of the collection cared for in store and made available through rotation and exhibition during the winter months.

We provide a programme of high quality temporary exhibitions, offering local access to a wide range of art and craft as well as providing exhibition opportunities for local, regional and national contemporary artists.

We seek to enhance the visitor experience and develop new audiences with activities that complement and enrich the exhibition programme and collection. We do this through an interesting and stimulating programme of events and activities, alongside educational and entertaining interpretation.

The Pannett Art Gallery has recently acquired the £1,000,000 Soper Collection which includes beautiful artworks, artefacts, and ephemera. Caring for this Nationally Significant heritage asset to museum standards is essential. Funding has been secured through the UK Shared Prosperity Fund to ensure local and national audiences benefit from this fabulous asset.

We are committed to caring for and developing all our collections, providing access to and showing our magnificent collections in exhibitions which are free to view and enjoy.

We are delighted to have been selected as the new home of the Soper Collection, an incredible body of art work, artifacts, and memorabilia, that together tells the story of these intriguing artists.

We are looking for a freelancer who loves art and museums and enjoys sharing this enthusiasm with others, to join our small team to improve access to this fascinating collection.

We need someone who can support our Curator to document, care for and provide opportunities to increase public access and engagement with this collection.

The Collections Assistant must have a passion for engaging the community with art collections, and must be able to work under tight time pressures. Prior knowledge of the collection isn't essential but a passion for learning about the art and artists is a must!

Pannett Art Gallery is committed to promoting Equality, Inclusion and Diversity.

Main responsibilities

To facilitate collections documentation, including managing the ongoing cataloguing of the Collection

To support the safe storage and display of collections

To assist with the research, developing and delivering a range of interesting and engaging interpretation and learning resources to attract new and diverse audiences, widening access to our inspiring collections for locals and visitors

To maintain a programme of condition checking and monitoring of the collections

To undertake research of artists and items to improve interpretation, and support displays

To support preparation and display of inclusive exhibitions

To assist the Curator with review and evaluation of all elements of the project, including collection and collation of evaluation data

To assist in promoting the collections, including developing new content for the Pannett Art Gallery website and in house literature

To undertake other tasks as directed by the Curator

You will show the highest integrity and confidentiality in the pursuance of these duties.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the requirements of the position.

We are looking for a highly motivated and enthusiastic person who has:

Knowledge and enthusiasm for culture/art history/heritage related topics.

Experience of working with art gallery collections including the handling, cataloguing and digitisation of collections

Collections research experience and an ability to provide interpretation materials for different audiences and platforms

Experience of the practical aspects of exhibition preparation and display

Effective and sensitive communication skills (written, verbal, IT, and interpersonal skills) and an ability to adapt to the communication needs of a wide range of audiences, and to respond appropriately to sensitive subjects.

Experience of working with diverse communities, particularly those currently under-represented in museum audiences

Excellent organisational and administration skills including the prioritisation of tasks and an ability to multi-task, pay attention to detail, and problem-solving skills.

Ability to manage workload with minimal supervision, be able to use own initiative, to work independently and as part of a team, and be able to meet deadlines.

Awareness of health and safety matters affecting both staff and the public using the gallery and stores

An understanding of copyright, licensing and permissions in relation to use of images.

Pannett Art Gallery and Whitby Town Council are committed to promoting Equality, Inclusion and Diversity.

What if I have any questions?

We hope the information contained here is enough to help you decide if you want to apply. However, we welcome people getting in touch by email if they have any queries. Unfortunately, we do not have the capacity to have phone conversations with applicants, unless they have a specific access requirement.

How do I apply?

Please apply by email to Helen Berry Pannett.gallery@whitbytowncouncil.gov.uk by 9am on Monday 17 June 2024

Your application should include the following:

- A CV explaining relevant experience (no more than two pages of A4).
- A statement of interest (no more than 500 words) outlining how your skills and experience fit with who we are looking for.
- Contact details of two professional referees.