

JOB DESCRIPTION

Post Title:	80th Anniversary Exhibition Curator
Department:	Communications
Responsible to:	Head of Communications and Fundraising
Date of Issue:	July 2024
Salary:	£35,000 p/a
Contract type:	Contractor
	Full time 37.5 hours per week
	Fixed term until mid-December 2024
Location:	Remote working

Main Purpose of Job

The Vegan Society was founded in 1944 and celebrates its 80th anniversary this November. The society is a registered charity, a membership organisation and in addition to its campaigns, policy, advocacy and fundraising work it is also the organisation behind the international Vegan Trademark on the packaging for food and toiletries that confirms that they certified as suitable for vegans.

The Exhibition Curator will lead on curating and delivering a small, temporary exhibition of the history and future of veganism exhibitions during the month of November 2024 (World Vegan Month). The exhibition will be designed to become a travelling exhibition that could be restaged at vegan consumer and trade exhibitions during the society's anniversary year to November 2025.

The key aim of this role is to develop a high-quality temporary exhibition that will interpret the society's impact past, present and future in an engaging way to both vegans and interested non-vegans. The exhibition will also provide a self-maintaining and educational activity for younger visitors to the exhibition and increase and broaden audiences by providing an engaging, meaningful and welcoming experience.

Main Responsibilities:

- Manage the curation of the exhibition, its budget and any volunteers working on the project.
- Establish and maintain good curatorial practice and procedures in collection care, documentation and interpretation.
- Work with the Head of Communications and Fundraising to originate, develop and deliver the temporary exhibition.
- Work across teams within the society to develop and deliver the exhibition.
- Assist with the planning and delivery of any launches and receptions for the event as required.
- Responsible for Volunteers.

General:

The following duties are requirements for all staff and contractors:

- Observe health and safety procedures, and work safely, at all times.
- Contribute to wider organisational development and communications.
- Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of The Vegan Society.
- Positively and actively promote The Vegan Society and its values.
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of The Vegan Society.

This job description is provided to assist the post holder in understanding their principal duties. It may be amended in consultation with the post holder without change to the level of responsibility or remuneration appropriate to the post. The job description is not exhaustive, and you may be asked to carry out additional tasks which are appropriate to your job role, as required by your Line Manager.

Data Protection

During the course of your engagement, The Vegan Society is required to tell you about the personal data that we collect about you and what we do with that information, including how we use, store, transfer and secure your personal data. You shall at all times comply with all relevant data protection legislation and all obligations imposed on you under The Vegan Society's data protection policy and privacy notice from time to time in force.

It is a condition of your employment that, as far as is possible and practicable, you adhere to a vegan diet and lifestyle.

Person Specification:

<u>Essential</u>	<u>Desirable</u>
Significant experience as a curator of historic collections / exhibitions	A good knowledge of the history of veganism or vegan issues
Excellent working knowledge of current standards of collections care and museum practice	Experience of budget management
Practical up-to-date experience of collection handling, transport, storage and risk management	Experience of working in the Third Sector
Ability to assess conservation requirements and undertake condition checks	
Excellent written and spoken communication skills and a demonstrable ability to interpret collections successfully and confidently for a wide range of audiences	
Ability to manage multiple tasks and meet deadlines	
Practical, versatile and positive, prepared for a wide variety of tasks as the lone curator within a friendly, dynamic and committed organisation	