



## ROYAL NATIONAL ORTHOPAEDIC HOSPITAL CHARITY

### Job Description

<b>Job Title:</b>	Arts Curator
<b>Hours:</b>	21
<b>Reports to:</b>	Chief Executive, RNOH Charity
<b>Line management Responsibility:</b>	Volunteers, freelance artists, musicians, technicians
<b>Key Relationships:</b>	Arts Committee, patients and volunteers

#### **Background to this role:**

The RNOH Charity manages the art within the Stanmore Building at the Royal National Orthopaedic Hospital. The collection of numerous works is based on the premise that art has an important part to play in creating an educational, uplifting and healing environment. Art aims to improve patient well-being, boost staff morale, increase engagement with the arts and celebrate the Trust's unique heritage. The art collection contains works by leading modern and contemporary British artists including Martin Creed, Mark Wallinger, Sir Don McCullin CBE and Phyllida Barlow. The hospital also has a number of historic works on site and in its archives.

#### **Job Profile**

The role of the Arts Curator is to improve the RNOH's environment for the benefit of patients, visitors and staff, through the use of all forms of visual and performing art. The Arts Curator will be responsible for drawing up and implementing the arts strategy for the RNOH which improves the patient experience and is dynamic, innovative and engaging.

There will be a strong emphasis on the upkeep and management of the existing collection as well as commissioning, acquiring and borrowing new works. The Arts Curator will make art available and accessible to staff, patients and the public (including for education and research purposes) and will evaluate and contribute to research in arts impact on health and well-being. With the publication of the All Party Parliamentary Report on Arts, Health and Wellbeing (Creative Health: The arts for Health and Wellbeing) in 2017, the evidence for the impact of the arts on health care

is clear and the Arts Curator is expected to integrate the arts into the RNOH's environment to improve patients' and staff's experience.

There will be a new emphasis on seeking the views and feedback from patients, staff and visitors as a means of collecting information for future arts strategies. There will also be collaborative working with the fundraising team to ensure that all parts of the Charity work together to fulfil the Charity's mission and strategic priorities.

The Arts Curator will assist the Arts Committee in working across the RNOH applying knowledge and skills in arts project management and feeding into business plans and charitable publications and fundraising.

### **Key Relationships**

The Arts Curator reports to the Chief Executive and is also accountable to the RNOH Arts Committee. The Curator has direct line management responsibility for freelance artists, musicians and technicians.

### **Main Duties and Responsibilities**

The Arts Curator will work in the following areas:

#### **RNOH Arts Collection Management**

- Manage and develop collections held by the RNOH and its archives, preserving, interpreting and making them available to staff, patients and the public including education and research purposes.
- Lead and manage permanent and temporary art exhibitions, services to visitors (including educational activities), staffing arrangements, security, conservation and internal and external promotion (including leaflets and website presence). Ensure projects are delivered to schedule and within budget.
- Through collaboration, ensure the Charity commissions, acquires and borrows works appropriate to the different hospital environments, public and clinical areas; promoting and influencing the programme to benefit the health agenda.
- Organise performing art (music, theatre, dance, poetry, live literature) sessions and workshops in co-operation with clinical staff throughout the hospital.
- Develop a collections management programme that will conserve art works for future generations; taking due regard for security, storage, labelling, movement of works etc.
- Develop and maintain excellent contacts with arts organisations, local performers, schools, colleges and agents, and cultivate interest and enthusiasm for performing within the Trust.
- Be responsible for the monitoring of environmental conditions and planning and operating a programme of conservation and restoration of art works including the assessment and use of expert conservators and restorers as necessary.
- Provide a loan collection for staff to choose artworks for their departments.
- Be responsible for maintaining the RNOH's art catalogue, cataloguing new acquisitions and keeping a register of locations of art work.
- Identify and plan for future art interventions in existing hospital buildings and refurbishments.
- Install art works using appropriate tools and following health and safety guidelines.
- Be the lead in the project managing of art commissions from implementation to completion ensuring all technical, health and safety requirements are met.

## **Leadership and Management**

- Work with the RNOH Arts Committee to develop the arts programme further by creating networks with the wider artistic community and encourage the committee to network within their own fields and contacts for the promotion of the arts programme and fundraising.
- Ensure that the Arts Committee meetings are properly run, administered and minuted in accordance with their terms of reference.
- Report to the Arts Committee on all matters concerning the Art Collection and utilise their areas of expertise.
- Provide regular written reports to senior managers and executives for review and discussion.
- Manage the RNOH Arts Committee by providing reports and updates on an ad hoc basis and at quarterly meetings.
- Recruit, manage, appraise and develop art staff and volunteers; manage the work of and relationship with any freelance consultants who give their specialist knowledge working on behalf of the Art Collection.
- Ensure the Art Collection's database is up to date and working effectively.
- Support the Chief Executive to develop and implement appropriate policies and procedures in line with legislative and regulatory requirements; and deliver agreed best practice in all arts activities.
- Engage with the NHS and maintain a strong relationship with the hospital and its staff.

## **Governance and risk**

- Undertake regular audits of the Trust Arts Collection and loan collection for insurance and collection care purposes and liaise with fine art insurers, ensuring an up to date insurance catalogue is kept.
- Authorise requests for reproductions of artwork material, ensuring compliance with copyright and conservation requirements. Negotiate copyright and other fees with commercial companies and artists.
- Arrange contracts, DBS, and Occupational Health checks in consultation with Human Resources department.
- Arrange induction training, and consult with the risk department about any possible health and safety issues.
- Proactively encourage loans and donations of art works from artists. Ensuring appropriate loan agreements and title of transfer documentation is in place. Manage requests for loans of items for exhibitions elsewhere.
- Ensure that the annual inventory and a conditions check of the Art Collection is undertaken.
- Prepare design briefs, contractual agreements, service level agreements, maintenance agreements and health & safety risk assessments.
- Manage and co-ordinate formulation of business cases and agreements for all arts related cases, submitting these as required for approval at relevant boards/committees.
- Be responsible for the appropriate safety, security and conservation of art assets.
- Conduct regular reviews of risks and measures in place to control these.

## **Financial and Commercial Management**

- Work to the budget agreed by the Chief Executive and Trustees.

- Support the charity's auditors' requirements and organise valuations if needed.
- Set, manage and report on an annual income and expenditure budget for all arts activity.
- Generate income from the provision of services and sales where appropriate.
- Manage and review the financial resources, facilities and the equipment of the Arts project in order to make effective use of such resources.
- Support the fundraising team in business plans, prospect research and identifying trusts and foundations that support the arts.
- Perform tender reviews of external providers. Ensure best value for money.
- Lead discussions and gain agreement from a range of stakeholders, often with differing priorities, within the budget limits set by the scheme; occasionally this will require difficult decisions to be made regarding priorities and products in the best interests of the RNOH.

### **Strategic development**

- Develop strategic relationships with external partners such as arts and health organisations, and local voluntary bodies.
- Strategically develop a programme of high-quality, age appropriate arts initiatives which will deliver the strategic outcomes of the organisation; programming the arts provision within the hospital to maximise contact with children, families and staff.
- Produce policy documents, revising existing documentation and forward planning for the arts service.
- Provide reports to the Chief Executive, as and when required.
- Take the lead role for the development and implementation of a comprehensive organisational strategy for all Arts related schemes, which supports the RNOH Charity in achieving its overall vision and objectives.
- Be responsible for evaluating all arts proposed developments
- Play a key role, as a member of the organisation's management team, in supporting the Chief Executive in developing and delivering the organisational strategy, specifically those aspects relating to its arts strategy and programme.

### **Communication and public relations**

- Take the lead in promoting the understanding of arts value on health and wellbeing.
- In collaboration with the fundraising and communications team, realise opportunities to share contacts and events to the mutual benefit of both teams; build with them a database of supporters and stakeholders, as well as establish an integrated marketing and PR plan.
- Increase public engagement with the Arts and Health through talks, events, exhibitions, concerts and research.
- Produce materials, catalogues, website copy and other communication media in support of the Art Collection and in collaboration with others.
- Produce publicity material for all exhibitions, workshops, and other performances to attract visitors.
- Engender enthusiasm across the hospital for the arts project through planned meetings/presentations and impromptu conversations about the project.
- Write articles for the Charity and other publications, producing leaflets, guides and other publications promoting the services of the RNOH Arts, and developing the service's presence on the internet and intranet.

## **Research, Education and Personal Development**

- Represent RNOH Arts at meetings of professional bodies concerning arts and health such as NPAG.
- Undertake necessary research and training to ensure that personal levels of technical expertise are maintained and developed.
- Keep up to date with arts health literature, policies and developments both nationally and internationally to inform best practice.
- Develop and maintain a system for regular evaluation of all art exhibitions and performing arts events. Refine arrangements and introduce necessary changes and improvements for future projects.
- Encourage feedback and use it to generate new and innovative ideas for the arts projects.
- Contribute to the national agenda of art and health issues through research and articles and publishing examples of good practice at the RNOH.
- Consult with service users to help develop arts projects across the hospital.
- Develop and implement a programme of education and outreach activities with an effective means of monitoring their impact – these may include workshops, exhibitions and lectures.
- Develop an evaluation strategy of the participatory arts programme and evaluation methodology for future programmes. To ensure that quantitative and qualitative data is provided for internal and external reports.
- Find ways to disseminate lessons learnt to benefit others using art in healthcare settings.
- Develop, implement and manage the programming and evaluation of workshops, residencies and performances in public and patient areas. This includes monitoring and evaluating projects with patients, families, staff and volunteers; and reporting to the Chief Executive and Trustees on outcomes.

## Person Specification

REQUIREMENTS	E/D*	How Tested?				Application/Test
		Interview/Reference	A	T	I	
Qualifications						
Educated to degree level or equivalent in an arts related qualification or equivalent level of experience of working at a senior level in an art environment	E	√				
Professional qualification(s) postgraduate qualification in Arts management or Arts in Health or equivalent level of experience of working at a senior level in an arts and health environment						
Thorough knowledge of Arts in health professional issues and current practice						
<b><u>Experience</u></b>						
Highly developed specialist knowledge of Arts and Arts in Health	E					
Advanced knowledge in Arts specialist field	E					
Post-qualification experience in an art, museum or arts in healthcare environment (at least 5 years)	E	√				
A minimum of 5 years experience in cataloguing and art handling	E	√		√		
Experience working in a team and managing staff	E	√		√		
Experience of fundraising and sponsorship, including major bids	E	√		√		
In depth knowledge of Arts in Health literature	E	√		√		
Managing budget and other resources	E	√		√		
Experience of gaining and maintaining a clear understanding of business objectives	E	√		√		
Experience of commissioning research into the benefits of Arts in Health						
Proven experience of project management						
Experience of cross-team and cross-						

discipline working with multiple organisations, external agencies and organisations and members of the public					
<b><u>Skills, Abilities, Knowledge</u></b>					
Experience of a management role within an arts organisation focussed on health, social change, or community development	E	√		√	√
Experience of setting and managing budgets in particular reporting on performance to senior colleagues	E				
Good decision making, planning and organisational skills.	E	√		√	
Experience in responding to press enquiries and producing communication plans, writing press releases and marketing for arts events.	E	√		√	
A communicator of the highest standard, both in person and in writing, with the ability to present advice and information in a clear and logical way	E			√	
Demonstrable experience of delivering innovation within a complex working environment	E				
An understanding of and involvement in delivering organisational strategy	D				
An understanding and knowledge of technology and its potential uses in a care setting	D				
The ability to manage expectations of stakeholders to achieve the best result for both them and the organisation	E	√		√	
Policy and procedures in a particular specialist area	E	√		√	
Excellent interpersonal skills and ability to build rapport quickly and effectively	E			√	
Presenting to large groups of staff, teams, departments	E	√			
Ability to prioritise between competing demands and allocate resources accordingly	E	√		√	
Skill in working diplomatically and sensitively with patients on individual arts projects and enquiries	E	√		√	
Ability to build excellent working	E	√		√	

relationships with people at all levels					
Excellent negotiation skills	E	√		√	
Extensive experience of planning and implementing exhibitions and events	E	√		√	
Experienced in evaluation and reporting on outcomes	E	√		√	
Ability to respond to patient feedback and implement change within service	E	√		√	
Excellent skills in Microsoft Word and Excel, picture editing and Calm	E	√		√	
Ability to work autonomously	E	√		√	
Experience of applying the arts to complex and/or traumatic situations					
An ability to be empathetic and sensitive to the needs of the RNOH's beneficiaries.	E				
Professional and convey the values of the RNOH Charity at all times	E				
<b><u>Other Requirements</u></b>					
<b><u>Work Pattern (e.g. shift work, unsociable hours)</u></b>					
Willing to work flexibly including occasional evenings and weekends as required.	E	√		√	
<b><u>Physical Effort (e.g. lifting and handling requirements)</u></b>					
Have a good head for heights (previous exhibitions have required working at heights of 20ft)	D	√		√	
Physically fit and able to lift and install art works on a weekly basis	D	√		√	
Practical experience of installing art work	E	√		√	
Willingness to work in dirty and dusty environments on a weekly basis	E	√		√	
<b><u>Physical skills (e.g. requirement for speed and accuracy, hand-eye co-ordination)</u></b>					
Practical and adept at handling screw-drivers, drills, and hammers, fixtures and fittings for paintings and framing art works	D	√		√	
<b><u>Additional</u></b>					
A full UK driving licence	D				

**Qualifications/training**  
**Personal qualities/attitudes**  
**Application Process**

