



**NATIONAL ART GALLERY**

UNDER THE AEGIS OF THE MINISTRY OF ARTS AND CULTURAL HERITAGE

**Organisation:** National Art Gallery

**Post:** Art Curator

- Duties:**
1. To be responsible for.
    - (i) the day-to-day administration of the Gallery/unit under his responsibility;
    - (ii) all artworks of the National Art Gallery and to promote them at national and international levels; and
    - (iii) the academic interpretation, storage, security and care of Collections and Exhibitions.
  2. To participate in the planning, design and supervision of exhibitions at other public programmes by undertaking research and selective materials/artworks.
  3. To maintain the National Register of artworks/objects found in the National Collections and Exhibitions.
  4. To respond to public enquiries and requests for information on the Collections and Exhibitions.
  5. To carry out research, cataloguing and documentation of Exhibitions and Collections in the Gallery's subject areas and conduct field research to build those Exhibitions and Collections.
  6. To organise, document and co-ordinate all aspects of borrowing and lending of artworks/objects.
  7. To train staff in handling, mounting, care and storage of artworks/objects. .
  8. To make use of ICT in the performance of his duties.
  9. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Art Curator in the roles ascribed to him.

**Note**

The Art Curator may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

