



EXHIBITION CURATOR JOB DESCRIPTION

PURPOSE

This two-year fixed-term position, reporting to the Portsmouth Historic Quarter (PHQ) Operations Director, will lead research and interpretation across PHQ's heritage sites, buildings, historic vessels, and archives.

Our upcoming Storehouse 9 project - which will create a new exhibition gallery on Dockyard history - will be a major area of focus. The role will also contribute to site-wide interpretation and provide curatorial expertise across PHQ's sites, buildings, vessels, and projects.

DUTIES

COLLECTIONS & RESEARCH

1. Lead research into PHQ's historic sites, buildings, vessels, and other assets to inform our interpretation strategies.
2. Undertake research into the Portsmouth Royal Dockyard Historical Trust (PRDHT) collection of Dockyard artefacts and other relevant archives, with emphasis on themes including *Dockyard as Machine* and *Dockyard Lives*.
3. Provide recommendations for conservation and display of assets, including mounting, environmental conditions, and handling requirements, ensuring compliance with best practice, applicable museum standards and loan agreements.
4. Work with PHQ colleagues to connect collections research with public programming, learning, and outreach activity.

EXHIBITION & INTERPRETATION

5. Select and recommend key objects, images, and documents for display, ensuring they align with each project's agreed themes and curatorial priorities.
6. Provide expert historical and curatorial input, including written content, to support project development, exhibition design, marketing and public engagement.
7. Negotiate loan agreements, managing reporting and compliance.

PROJECT SUPPORT

8. Act as curatorial lead within project teams, contributing to planning, risk management, and reporting.
9. Provide curatorial material for funder submissions and stakeholder communications.



10. Contribute to reflective evaluation of interpretation, collections use, and project outcomes.

HEALTH & SAFETY

11. Ensure exhibition designs comply with health and safety requirements relating to public access and interaction.
12. Actively promote and support a positive and pro-active health and safety culture both within own workspace and across PHQ.
13. Comply with the Health & Safety Policy and any health and safety instructions relating to the role or working environment.
14. Take reasonable care of own health and safety and that of others (e.g. PHQ colleagues, tenants, volunteers, customers, visiting members of the public), by observing safety rules and reporting health and safety risks and hazards.

DATA PROTECTION

15. Ensure data protection protocols are followed in relation to the display of personal data (for living individuals).
16. The post holder must comply with PHQ's current Data Protection & Information Security Policy and Privacy Notices when processing personal data during employment, including personal data relating to any employee, volunteer, worker, contractor, supplier, customer or member of the public.

EQUALITY

17. Ensure that the commitments and objectives set out in PHQ's EDI Strategy and Action Plan are factored into the curation of exhibits, interpretation and exhibition planning.
18. The post holder is required to work within the Equality & Diversity Policy (and all other PHQ policies) and to take account of equality considerations within the remit of the role.

GENERAL

19. Represent PHQ in professional networks and external forums as appropriate.
20. Carry out any other duties as may reasonably be required within the overall level of responsibility for the post.