

Birkbeck Talent – Birkbeck’s Exclusive Recruitment Agency for Birkbeck students and graduates – is working with a client who are an international arts services business who work with leading artists such as Damien Hirst to support in publishing, print-making, digital, film, and art research. Their services include print, reproduction, digital management, events, mounting, logistics, and fine art photography. They are now looking for a Catalogue Research Assistant to join their growing team to collate and edit background information on artworks for a Catalogue Raisonné project.

The Role

- Carry out detailed research into the provenance, exhibition history and current location of artworks
- Bibliographic research & cataloguing, including sourcing publications
- Undertake background image research & editing

Your Skills

- A personal interest and enthusiasm in contemporary art and art historical research is essential
- A good working knowledge of Photoshop, Microsoft Office, and Content Management Systems
- Previous experience in archive repository is desirable

Why Apply?

- Work with world-leading artists
- Career progression within Art
- Salary - £22,000-£25,000
- Full time or Part Time

If you are interested in applying for this, please tailor a CV & brief (as a **Word document**) and send to talent@bbk.ac.uk by **Monday 28th May**.

Your **CV** should include the following:

1. Personal summary: should ideally be between 50-200 words. It should summarise (a) who you are, (b) the skills you have and (c) what you are looking for
2. Education/Qualifications (most recent first)
3. Employment history (most recent first)
4. Any relevant skills/achievements

The **Brief** should include a background research report, including images, on the following works of art:

- Keep Me Safe, 2006 by Tracey Emin
- Pauline Bunny, 1997, by Sarah Lucas
- A Thousand Years, 1990, by Damien Hirst

They are looking details of the provenance (where publicly available), exhibition history and selected bibliographic information, as well as any additional information that is of relevance to the artwork, for each of these works. Please keep your report to no more than two A4 pages.

I would like to invite you to meet the Careers & Employability team to review your application in their drop-in service. They will be able to sit with you and discuss your CV to help you with your job application. They are located in Student Central (Malet St, London WC1E 7HY – on the right of the reception) at the following times:

- Mon-Thurs (2-6pm) and Fri (1-5pm)

For more roles, please look at Birkbeck Talent through <http://bit.ly/MyBirkbeck>. Please also follow us on [Twitter](#) and [LinkedIn](#) for all the latest information.

Hannah Curtis
Recruitment Advisor

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