

BALTIC



Vacancy
Assistant Curator

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Job Title	Assistant Curator
Salary	£26,772 per annum
Contract	Full Time
Deadline	Friday 20 March 2026 23:59

Baltic is recruiting an Assistant Curator to assist with the research, curation, general organisation and delivery of exhibitions, creative projects, events, residencies and Artists Development Programme, ensuring appropriate and on-going communication across teams to deliver projects successfully, within budget and to the highest standards.

The post holder will effectively work as part of the Programme team to assist in curating, project managing and realisation of individual and team projects and exhibitions through collaboration with artists, guest curators and external institutions, in liaison with the Curatorial team.

Reports to	Curator Team Leader
Working hours	37 hours per week
Annual Leave	25 days plus bank holidays
Place of Work	Baltic, South Shore Road, Gateshead, NE8 3BA
Benefits	30% discount at Baltic Shop and discounted menu at Baltic Kitchen, 10% off standard rooms & food at Malmaison Hotel Newcastle, discount at Eldon Square, Pension Scheme, Employee Assistance Programme

About your team

The Programme department includes the curatorial, learning, engagement, production and technical teams, and is responsible for curating and delivering exhibitions, learning and engagement programmes for our audiences. This post will work across teams to deliver departmental and organisational outcomes.

This includes developing and researching ideas for the programme, working with artists, commissioning artworks, designing creative projects from Holi Festival to audience specific days, co-ordinating and arranging packing, transport, shipping and insurance for loan works, producing interpretative materials, writing and editing catalogues, panels and labels to hosting and delivering a wide range of public programme events and workshops.

The team is line managed by the Head of Exhibitions.

Job Profile

Assistant Curator

Key Outputs and Accountabilities

- Contribute to the curatorial development and management of a wide range of exhibitions and creative projects at Baltic; reporting to the project leader, or on occasion where appropriate act as project leader.
- Work with the Curators, Producers, Production Team and Director to develop and realise the creative programme of exhibitions, interpretation, and events.
- Contribute to all aspects of the exhibition-making process including research, planning and general correspondence, negotiating loans, leasing with artists, maintaining exhibition checklists, developing floor plans, overseeing installation, organising cross-departmental meetings, booking artists and other relevant accommodation and travel as required.
- In liaison with the Production Manager, coordinate and collate list of works, loan forms and assist in the ongoing administration of artworks and compilation of paperwork and funding applications.
- Accurately record data on exhibition management system.
- Maintain budgets and contribute to the preparation of budget estimates; provide regular updates to project lead and senior team as requested.
- Liaise with Curators, Production, Learning, Hires, Communication and Visitor Experience teams on the production, proof-reading and editing of press releases, labels, text panels, catalogues, leaflets and other gallery information, including selection of images.
- Contribute to the overall Baltic programme and support the organisation with conferences and events, as appropriate. This will also include briefing our Crew on new exhibitions and events, to enable them to answer questions from visitors.
- Assist the work of the Programme team with administrative support, handling general visitor comments, enquires to the team and general correspondence.
- To coordinate the documentation of exhibitions and events, support the delivery of events, coordinate artists lunches/dinners and coordinate the organisation of previews in collaboration with the Development and Enterprise team.
- Contribute to the work of the Exhibitions Team through administrative support, handling general visitor comments, enquiries to the department and general correspondence.

- Contribute to and support effective communication with tour venues.
- To collate and respond to exhibition proposals and general enquires.
- To deliver exhibition talks and tours as and when required.
- To minute meetings as requested.
- To work in an environmentally sustainable manner and actively contribute to the delivery of Baltic's sustainability goals.
- To embed Baltic's access, equity and inclusion policies in the development and delivery of the project.
- To undertake any other duties commensurate with the level of the post, as may be reasonably required.

Person Specification

- A degree in a relevant subject, preferably art history, or equivalent, or similar level of knowledge gained through demonstrable professional experience.
- A broad knowledge of contemporary art and an understanding of the related intellectual debates.
- A solutions-based positive attitude
- Demonstrable experience (paid or voluntary) of working in a museum or gallery and of organising exhibitions.
- An imaginative approach to exhibition organisation and a meticulous attention to detail.
- Experience of working with artists.
- Excellent organisational and administrative skills, including the ability to prioritise workloads effectively and make accurate decisions under pressure and to tight deadlines.
- Excellent writing and presentation skills with the ability to convey information clearly and concisely and target style and tone to meet the needs of the audience.
- Well-developed interpersonal skills with the ability to develop and maintain effective working relationships with a broad range of people internally and externally.
- Demonstrable ability to work under own initiative as well as ability to work effectively as part of a team.
- Good IT skills - competent in the use of Microsoft Outlook, Word, Excel, and Adobe Creative Suite.
- Experience of financial administration.

About Baltic

Since 2002, Baltic Centre for Contemporary Art has stood as an iconic landmark and much-loved gallery, on the Newcastle Gateshead quayside. We are the largest art gallery in the UK without a permanent collection, free to access and receive over 400,000 visits each year. Baltic boasts four galleries, community spaces, library, sensory room, cafe, shop, and breathtaking views of the Quayside.

We capture the public's imagination with our dynamic mix of awe-inspiring exhibitions, community gatherings, and opportunities to learn. Baltic's daring exhibition programme focusses on new work, platforming local, national and international artists through twelve annual commissions. We have exhibited over 850 artists from 78 nationalities, including world renowned names Martin Boyce, Antony Gormley, Yoko Ono, and Jenny Holzer.

Baltic inspires the next generation of artists by empowering children and young people to experience art, create art and enhance their confidence, skills and wellbeing. We build lifelong engagement, creating clear stepping stones from early engagement with young people via local schools, to supported opportunities and pathways into creative careers. 29% of our visitors are aged below 24, and 41% are Family groups.

Baltic is supported by Arts Council England, Gateshead Council and Northumbria University. We generate earned income through our commercial activities including Baltic Shop, venue hire, donations and catering outlets.

Our Values

We value listening: A listening organisation is a relevant organisation. We create positive impact by understanding and responding to the needs and motivations of our audiences and communities.

We value accountability: An accountable organisation is transparent and rigorous. We build trust by behaving with honesty and integrity.

We value courage: A courageous organisation is bold and takes risks. We platform progressive and thought-provoking ideas and practices.

We value equity: An equitable organisation values equality, inclusion and diversity. We champion equity and challenge racism and prejudice.

We value sustainability: A sustainable organisation is resourceful and environmentally conscious.