

## **Job Description/Person Specification**

For HR Use only:

Job number for CIPHR:

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**Job Title:** Curator: Early South Asia

**Reports to:** Dr Imma Ramos, Head of South Asia section and Curator: Later South Asia

**Department:** Asia

**Grade:** C3C

**Term:** Permanent

### **Main purpose of Job:**

To curate, develop and research the early (ancient to mediaeval) South Asia collections and make publicly accessible the South Asian collections in support of the Museum Operating Plan and all relevant Museum strategies. Collections this curator will be responsible for include ancient to mediaeval collections from Northern, Western and Southern India, Pakistan, Sri Lanka and parts of Afghanistan (Gandhara), from palaeolithic to c.8th century. Archaeological assemblages and individual finds, including the copper hoards and Nilgiri collections. Indus Valley Civilisation collections. Buddhist reliquaries and deposits. Amaravati sculpture. Early Sri Lankan collections including ancient bronze and stone sculpture

### **Key Responsibilities [in order of priority]:**

- To work as a team member with colleagues within and beyond the department, and do some departmental administrative work
- To collaborate with other institutions or groups, and to develop or ensure good relations with relevant stakeholders
- To make the collection, and knowledge about it, publicly accessible via publication, digital, display, and broadcast
- To lead on up-grading the documentation of the collection
- To undertake, and raise money to support, research projects on these collections
- To support and improve the display of the collection in the Sir Joseph Hotung Gallery for South Asia and elsewhere both on- and off-site
- To act as an advocate for the Museum
- To contribute to general income generation for the Museum
- To build the collection through acquisition via donation and purchase
- To assist in the general day-to-day running of the department
- To have or develop a good understanding of museums and relevant best practice
- To assist with enquiries from the public in person, in writing, by telephone and via e-mail
- To change the focus of work as needed in line with museum priorities
- To complete role with guidance from colleagues
- Other duties as assigned

### **What are the main work pressures and challenges?**

- Delivery of projects to required standards on time and within budget
- Balancing research and business as usual work
- Ability to multi-task
- Ability to travel

**Key Dimensions [eg number of staff directly managed, budget responsibilities, specific authority levels, types of decisions taken etc]:**

- Planning, organising and optimising work of self and others
- Coordinating work and taking responsibility for projects beyond own area of expertise (e.g. smaller scale exhibitions, events)
- Contributing to the management of the department (may include line management)
- Contributing to income generation
- Offering mentoring and guidance to others
- Building the collection, for example through research, identifying acquisitions etc.

**What are the performance targets or standards?**

- Delivery of agreed projects to the required standard, on time and to budget

**Who are the main contacts of the jobholder and what are the relationships to these contacts [eg managing, influencing, advising]?**

Line manager: advising, influencing

Head of Department: advising, influencing

Other collections colleagues: advising, collaborating

Colleagues museum-wide: collaborating

Development: liaising in relation to fundraising and stewardship of donors

External stakeholders: collaborating

### **Person specification**

|                                                                 | <b>Essential</b>                                                               | <b>Desirable</b>                                                                                                                                |
|-----------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Education - levels &amp; subjects</b>                        | BA/BSc (or equivalent) in relevant subject MA, MSc and PhD in relevant subject | Evidence of securing funding                                                                                                                    |
| <b>Other qualifications</b>                                     | Membership of relevant professional societies                                  | Committee role relevant professional societies                                                                                                  |
| <b>Specific technical/ professional skills &amp; experience</b> | Experience of research, <i>fieldwork</i> and publication                       | Experience of a temporary exhibition or gallery refurbishment<br><br>Experience as a supervisor or director of a research or fieldwork project. |

|                                             |                                                                                                                                                                      |                                                                   |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
|                                             |                                                                                                                                                                      | Experience of engaging the public<br><i>in the relevant field</i> |
| <b>Work experience, likely former jobs</b>  | Experience of working in a Museum environment                                                                                                                        | Some experience in specific area of the collection                |
| <b>Specific managerial skills</b>           | Some experience of management issues (people, projects, budgets)                                                                                                     | Experience of management in these areas                           |
| <b>Specific interpersonal skills</b>        | Open, effective communicator with good spoken and written English<br><br>Ability to work as part of a team<br><br>Ability to present in public in an engaging manner | Demonstrably good teamwork skills                                 |
| <b>Publications record (if appropriate)</b> | Some publications in peer reviewed journals                                                                                                                          | Major publications in peer reviewed journals or in book form      |

**Prepared by: Jessica Harrison-Hall**

**Date: 26 June 2026**