
Holocaust Centre North

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Curatorial Officer

Reporting to: Curator of Contemporary Practices
Hours of work: 0.8 FTE (30 hours/4 days per week); one-year contract
Some weekend and evening work will be required.
Salary: £ 24,300 FTE

Purpose of role

We are seeking an organised and enthusiastic Curatorial Officer to support the day-to-day running of our Memorial Gestures artist residency programme. This role is central to the smooth delivery of the project and will work closely with our Curator, Archivist, and wider team to coordinate artist inductions, ongoing communication, and access to our collections and facilities.

This is an excellent opportunity for someone looking to develop a career at the intersection of contemporary art and heritage, in a growing organisation that fosters a culture of care.

At Holocaust Centre North, we tell the global history of the Holocaust through the local stories of Jewish survivors and refugees who rebuilt their lives in the North of England.

Our permanent exhibition in Huddersfield anchors this work. It places their stories within a broader historical context, offering visitors a concise, accurate, and engaging account of the Holocaust and its aftermath. It remains the only space in the North of England dedicated to doing so.

At the heart of our work is the care and cultivation of a growing, living archive of fragile objects, personal papers, and fractured memories. Our bold public and school programmes, artist residencies and community projects invite people of all ages to engage with Holocaust memory as a living, urgent force for change.

The Holocaust revealed the worst of what humanity is capable of: moral collapse, complicity, and the systematic dehumanisation of others. In response, our work champions the best of what people can be: caring, creative, courageous, and committed to remembering, with historical rigour and responsibility towards the future.

Together with those who visit, learn, and create with us, we use Holocaust history to interrogate global questions of justice, responsibility and humanity, and to defend human rights, dignity, and freedom today.

Memorial Gestures

Memorial Gestures is a contemporary art programme that activates our Holocaust archive through creative practice. The programme supports three residencies for visual artists, one for community arts practitioners and one for a multi-lingual writer, covering artists' fees, materials, training and public engagement. The project creates space to experiment with new methods and revisit underused archive collections, enabling exploration of persecution, forced migration, loss, intergenerational memory and resilience. Public outcomes will include new artworks, community workshops, a publication and an exhibition. Building on the previous three years of the project and responding to independent evaluation, global conflict and archive growth, this phase broadens our capacity, expands partnerships beyond Holocaust education and platforms under-represented voices. Residents will gain skills in working with small archives and trauma-informed practice, and audiences in Northern England will engage with Holocaust legacies through bold, contemporary perspectives. The Curatorial Officer will support the Curator of Contemporary Practice with the delivery of this flagship project.

Key responsibilities include:

Coordinating logistics for artist inductions and research visits in collaboration with the Curator.

Acting as a first point of contact for residency participants, responding to enquiries and helping to facilitate artist needs.

Hosting online and in-person events, front of house duties (1 day/week), exhibition invigilation.

Liaising with the archive and collections team to support artist access to physical and digital materials.

Supporting the planning and scheduling of meetings, crits, workshops and other activities across the programme calendar.

Researching and Writing of exhibition material, signposting, interpretation.

Keeping accurate records and maintaining data logs to support evaluation and reporting, including collating attendance figures and gathering feedback.

Uploading and updating website content related to Memorial Gestures in coordination with our Comms team.

Liaising and Communicating with collections donors to ensure they are informed on the usage of collection materials and we are aware of any concerns.

Sending relevant materials and updates (photos, event info, documentation) to staff managing social media and newsletters.

Supporting the administration of artist recruitment, including advertising open calls, logging applications, and liaising with candidates.

Minute-taking and compiling action points from internal project meetings where required.

Providing general administrative support across the project and acting as a link between different departments and external partners.

Undertake any additional responsibilities reasonably requested to support the effective delivery of the organisation's work.

Essential skills and experience

Excellent organisational and time management skills, with the ability to juggle multiple tasks and prioritise effectively.

Strong communication and interpersonal skills, with experience liaising with a range of stakeholders (e.g. artists, writers, staff teams, external partners).

Experience providing administrative support in a cultural, heritage or charity setting.

Confidence in working with websites and digital communication tools (e.g. Wordpress, Adobe Photoshop, Illustrator, etc.)

Understanding of the contemporary art sector and interest in supporting artist-led projects.

A degree in Fine Art, Curatorial Studies, Arts Administration, Heritage Studies, Literary Media and Cultural Studies or equivalent experience.

A maker at heart who can execute ideas into finely crafted work – both digitally and non digital (e.g. exhibition interpretation, invitations, zines).

Ability to liaise with communications staff to ensure timely and effective planning and sharing of programme materials.

Ability to collect, manage, and report data accurately (e.g. attendance, feedback, evaluation records).

Experience supporting recruitment processes (e.g. advertising opportunities, logging applications, coordinating candidate communications).

Collaborative and adaptable working style with a proactive, problem-solving attitude.

Desirable

Prior experience working in or with archive or collections teams (even in a liaison or administrative capacity).

Experience supporting artist residencies, exhibitions, or public programmes.

Familiarity with trauma-informed or socially engaged practice.

A demonstrable interest in Holocaust memory, social justice, or cultural history.

Experience in the literary field, including book publication and distribution and working in launch events/festivals.

How To Apply

To apply please submit:

1. your CV
2. a cover letter (no longer than 3 A4 pages)
3. the equal opportunities monitoring form (which you can find below).

Please submit the above as a pdf.

If you wish to enhance your application, you may include up to five attachments of images or videos. This is optional but can be a great way to showcase your work.

Please send these as attachments to support.hcn@hud.ac.uk. The closing deadline is midnight on Tuesday 6th January 2026.

We will be unable to consider applications received after this time.

Interviews for successful candidates will be held on Wednesday 14th January.

Want to know more before applying?

We are hosting an informal drop-in session for prospective applicants on 22 December at 12.30pm. This is an opportunity to meet the team, ask questions, and learn more about the role.

Please register using this link:

<https://holocaustcentrenorth.org.uk/events/curatorial-officer-info-session/>