

Job Description

Job title:	Exhibitions Officer		
Department:	Public Engagement	Contract:	Permanent
Reporting To:	Programme Manager: Exhibitions	Hours per week:	37

1. Job purpose

To support the Programme Manager: Exhibitions to manage the interpretation, design development, delivery and evaluation of exhibitions at each of YMT's three sites, ensuring all projects are completed on time, to budget and to the highest possible quality, paying attention to target audiences

To lead on selected exhibition projects, managing aspects including risk, budget, project team meetings, coordination of internal and external stakeholders and installation of exhibitions on site.

To advocate for audience-focused creative interpretation, and work with the Public Engagement team on co-curated displays and exhibitions.

To support the efficient operation of the Public Programme Board and exhibition proposal processes.

2. Dimensions

Budgets

Direct responsibility for managing selected exhibition project budgets

Line Management

Supervise project staff, technicians and volunteers

Role Impact

- Delivers a dynamic temporary exhibition programme that aligns with Audience Development priorities, Public Programming principles and YMT's Business Plan, priorities and objectives
- Ensures displays and exhibitions across YMT's sites are delivered on time and to budget
- Supports with forward planning of the temporary exhibition programme across all YMT's sites, generating ideas and managing proposals
- Provides timely and relevant information to meet reporting requirements for key stakeholders, such as Arts Council England and lenders

3. Principal accountabilities

Core Responsibilities

Displays and exhibitions

- Contribute to the development and delivery of a dynamic, audience-focused temporary exhibition programme
- Lead on selected exhibition projects as identified by the Programme Manager: Exhibitions (including planning, delivery and evaluation)
- Work with the Public Engagement team and external interpretation writers / editors as necessary to deliver creative approaches to interpretation (and co-curation as appropriate)
- Play a key role in the preparation of 2D and 3D design briefs, following best practice procurement procedures for the appointment of contractors
- Manage exhibition installation schedules, coordinating work with technicians, curators, lenders and other stakeholders, ensuring Health and Safety requirements are adhered to
- Liaise with the Registrars to ensure best collections and loans practice is followed in the display of objects within the exhibition context
- Provide timely and relevant information to meet reporting requirements for key stakeholders, such as ACE

External relationships

- Support the preparation and negotiation of exhibition contracts with partners and with artists/commissions as appropriate
- Manage admin and communications relating to the exhibition design tendering process
- Manage the procurement of materials and equipment for exhibition installations, with environmental sustainability in mind
- Be the main point of contact for internal and external exhibition inquiries through monitoring central email account

Internal processes

- Coordinate and provide admin support for monthly project team meetings for temporary exhibitions and bi-monthly Public Programming Board meetings as required
- Oversee configuration management and version control of project documentation
- Support the evaluation of selected exhibition projects through leading wash-up meetings and dissemination of data to build on lessons learned
- Prepare risk assessments for installations, liaising with the Health and Safety Advisor, Facilities team and project teams
- Maintain a log of exhibition display furniture for use across YMT sites
- Contribute creative and dynamic ideas to temporary exhibition forward planning
- Deputise for Programme Manager: Exhibitions as necessary
- Other duties may be required from time to time which are consistent with the grading of this post

4. Key performance measures

- Exhibitions are delivered on time, to budget and to a high standard
- Target audiences are highly engaged with exhibitions
- Exhibition programming processes are followed
- Exhibitions are delivered in accordance with their Project Initiation Document

5. Knowledge, skills, experience and behaviours

Knowledge

- Educated to degree level in a relevant subject or comparable experience in a relevant field
- A professional qualification in Project Management or a willingness to work towards one
- Excellent knowledge of exhibition project management processes
- Excellent understanding of audience-focused and co-curated interpretation practices
- Robust understanding of Collections Management best practice
- Good working knowledge of the exhibition contractor sector
- Knowledge of Health and Safety practices and a willingness to undertake appropriate training

Skills

- Excellent written and verbal communication skills with the ability to write, edit and present interesting, clear and accurate information for different audiences through different communications channels
- Excellent organisational and time management skills, with the ability to work on several projects simultaneously to coordinated deadlines.
- Ability to use initiative and work independently, coming up with creative solutions to problems.
- Creative flair and an eye for detail, with experience of maintaining a high standard of accuracy, both grammatical and factual
- Ability to work effectively as part of a team and to liaise with others both internally and externally.
- Ability to broker and sustain complex partnerships with artists, designers, technicians, and other specialists to deliver exhibition projects
- IT and digital skills including competency with Microsoft Office products

Experience

- Experience of project management
- Experience of budget management
- Evidence of a successfully developing a range of exhibitions and creative content
- Experience of delivering audience-focussed interpretation projects
- Experience of working as part of a team in a collaborative style to deliver successful exhibitions
- Experience of positive partnerships with external exhibition stakeholders
- Experience of effective negotiation skills to ensure successful audience-focussed exhibitions
- Experience of arts or cultural commissioning for the public (desirable)

Behaviours

- A flexible and agile attitude to work with the ability to work at pace when required
- Creative approach to thinking about engaging audiences with exhibition content
- Actively lead and promote a safe working environment where the health, safety and wellbeing of visitors, staff, volunteers and contractors come first
- Commitment to Continuous Professional Development for self and others to help inform decision-making and ensure best practice standards
- Commitment to environmentally sustainable practice in the development and delivery of exhibitions

- Commitment to equality and diversity and an understanding of how this commitment applies to this role.

6. Key relationships

Programme Manager: Exhibitions
Curatorial teams across YMT's three sites
Registrars
Public Engagement team
Marketing and Communications team
IT and Digital Engagement Manager
Facilities Manager
External project teams
Health and Safety Advisor