



JOB DESCRIPTION

Job Title: Exhibitions Interpretation Producer

Division: Learning & National Programmes

Department: Learning

Salary: £27,385 - £30,149 per annum

Reporting to: Head of Interpretation

Background

The V&A is the world's leading museum of art, design and performance. For over 150 years, its collections have inspired, intrigued and illuminated. We enrich people's lives by promoting the practice of design and increasing knowledge, understanding and enjoyment of the designed world. Our exhibition programme is at the heart of this, and interpretation an essential part of making the stories we tell accessible, relevant and impactful. We are now looking for a creative and skilled Exhibitions Interpretation Producer to strive forward with developing interpretation for our major exhibitions, renowned as among the best in the world.

From *Alexander McQueen: Savage Beauty* to *David Bowie Is*, *Art Deco* to *Christian Dior: Designer of Dreams*, the Exhibitions Department delivers a unique blend of scholarship, immersion, creativity and entertainment in shows that are hugely successful, both critically and commercially. Alongside this, the Interpretation team sits within the Learning & National Programmes Department with the mission of firing imaginations and fostering ingenuity to enrich, equip and inspire our audiences with creative and design-led skills for the 21st century. The Interpretation team works across gallery redevelopments, including most recently the Cast Courts and Photography Centre opened in 2018, and numerous temporary exhibitions, from *Opera: Passion, Power & Politics* to *Winnie-the-Pooh: Exploring a Classic*.

The Exhibitions Interpretation Producer is a new role created to focus on temporary exhibitions, working across the Exhibitions and Learning departments to align their aims and form rigorously audience-centred interpretation and experiences within an exciting and expansive exhibitions programme.

Purpose of role

Sitting within the Interpretation team at the V&A and reporting to the Head of Interpretation, the Exhibitions Interpretation Producer will be responsible for developing, overseeing and producing creative interpretive schemes focused on meeting audience needs for major temporary exhibitions. This role will work in close collaboration with the Exhibitions team, ensuring that interpretation is

embedded throughout the exhibition production process. The post also requires close working with other colleagues from across the museum, including the Curatorial, Design, Digital, Research, Marketing and Visitor Experience departments, to contribute to the narrative planning and design of exhibitions, and form interpretation that is at once accessible and meaningful, and integrated into each exhibition in a holistic and impactful manner.

This role requires creative and practical thinking combined with an ability to collaborate with colleagues and take initiative to form trailblazing interpretation. The ideal person will be able to think in depth and act at speed. A creative flair, passion, diligence, an absolute eye for detail and proactive nature are essential.

Main duties

1. Act as lead interpretation producer on the exhibitions programme, championing innovation and creativity, developing an understanding of what is needed and forming interpretive schemes in response that are meaningful, relevant, impactful and inspiring.
2. Advocate, manage and disseminate an 'audience first' approach by developing and embedding an effective programme of visitor research and consultation with relevant internal and external stakeholders. Helping to ensure evaluation is embedded in our production process.
3. Input into business cases and work closely with curatorial teams and colleagues in the Research department on narrative planning to create storylines that clearly communicate the intellectual and experiential aims of each exhibition in a manner that can be practically realised to create the best product possible.
4. Collaborate with colleagues in Exhibitions and Design to ensure audience needs are identified and met alongside the intellectual narrative within the 3D and 2D design of exhibitions, championing narrative storytelling and accessible design.
5. Lead on commissioning and delivery of additional interpretation resource according to the needs of the Exhibitions programme.
6. Oversee the development and production of inspiring and illuminating exhibition interpretation in response to research, putting together interpretation plans, writing briefs and developing AV and digital content, low- and high-tech interactives and graphics with internal and external teams.
7. Liaise with the V&A's Access and Equality Officer to ensure the V&A is creating exhibition experiences of the best possible access standards.
8. Collaborate with the Visitor Experience and Marketing departments to create consistent strands of communication with our audiences and maximise the impact of interpretive touchpoints.

9. Liaise with relevant colleagues in the Interpretation team to become a passionate advocate for the dissemination of the V&A interpretation strategy within the exhibitions programme.
10. Keep up-to-date with developments in thinking in museum interpretation, through reading, attending conferences and training, ensuring you apply this to new ways of thinking at the V&A to maintain and further its reputation as a national and international leader in interpretation.
11. Deputise for the Head of Interpretation as necessary across V&A temporary exhibitions, including advocating for the work of the Interpretation team internally and externally.
12. Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring colleagues are treated fairly and with respect and dignity, and actively contributing to developments that support the V&A's strategy for widening access, inclusion and diversity.
13. Ensure financial and other Museum systems and regulations are implemented and resources used efficiently and effectively.
14. Be committed to health, safety and security, ensuring familiarity with all of the V&A's health and safety policies and procedures, and being security conscious, co-operating with all security procedures and ensuring you wear a security pass at all times when on museum premises.
15. Carry out ad hoc duties as requested by appropriate managers within your department.

PERSON SPECIFICATION

Essential requirements

1. Relevant degree in art, history of art or other related subject.
2. Proven in-depth experience of museum interpretation, or a related field, which encompasses concept development and the management and production of interpretive schemes for mid to large 3D design projects.
3. A creative approach matched with practical design knowledge and judgement to form engaging, appropriate and effective storytelling within exhibitions.
4. Demonstrable experience and understanding of visitor research and evaluation – its applications, the methodologies used, stages involved and processes for effective implementation of its findings.
5. An understanding of the access and diversity needs of a range of different audiences as they relate to galleries and how these are mapped onto the development of best practice interpretation.

6. Well honed writing, editing and proofreading skills, ideally with experience of content editing for a museum or gallery audience.
7. Recent digital interpretation experience – experience of AV/interactive production and a knowledge of its potential role in innovating the interpretation of collections.
8. Project management experience with a keen ability to co-ordinate a number of projects simultaneously under time pressure.
9. Excellent communication skills in a variety of media and contexts, including written text of the highest quality and the ability to present to a range of audiences.
10. The ability to develop good working relations in a large institution with knowledge of how to influence colleagues positively as regards visitor needs relating to text and interpretation.
11. Proven organisational skills including a keen eye for detail, the ability to take initiative, and manage own time effectively and flexibly to ensure that projects are completed on time and on budget.

Desirable requirements

1. Experience and understanding of collaborating with external groups and forums to form co-curated/co-created interpretation.
2. Experience of co-ordinating and/or line managing staff, ensuring they are motivated and high performing.

OTHER INFORMATION

Hours/Salary

Net working hours (i.e. excluding meal breaks) are 36 per week.

The salary for this role is £27,385 - £30,149 per annum. Salaries are reviewed on an annual basis.

Annual leave:

28 days plus 8 days public holidays

Pension benefits:

You will be auto enrolled into the Museum's Group Personal Pension Scheme and have the opportunity on completion of Probation to an enhanced pension provision, including an employer contribution of 10%.

Other benefits:

Non-contributory life assurance policy (to value of 4 x annual salary)

An interest free season ticket or bicycle loan is available after three months.
Free entrance to all the major museums and exhibitions in London as well as many others.
Subsidised staff restaurant
Discounts on purchases in V&A shops

Application process:

Please apply online via the V&A's website at www.vam.ac.uk/jobs

If you are having technical difficulties applying online, please use the online chat functionality which can be found on the bottom right hand side of the form. Alternatively, you can contact **Vacancy Filler** directly on **01509 236434**, and quote the role reference number and your application number (if known). Please note, Vacancy Filler are contactable, Monday – Friday between 9.00am – 5.00pm.

If you have any queries regarding the role and/or the V&A's recruitment process, you can email us – contacthr@vam.ac.uk or telephone us on 020 7942 2937 (Working hours Monday – Friday 9.00am – 5.00pm).

Closing date for receipt of applications is **12am Monday 25th March 2019**.

Interviews will be held **w/c 8th April 2019**.

Interview expenses will not be paid unless there is a prior agreement.