



JOB DESCRIPTION

Job Title:	Interpretation Coordinator
Division:	Learning and National Programmes
Department:	Interpretation
Salary:	£22,227 pro rata
Contract:	Permanent: part time, 3 days a week
Reporting to:	Head of Interpretation

V&A Strategic Priorities

The V&A is at an exciting and transformative time in its history. The Museum's strategic priority is to expand our physical and digital reach, using the lens of design to showcase ingenuity, spark the imagination and make our collections increasingly accessible and relevant. 5 key objectives underpin this ambition:

1. Create a world class visitor and learning experience.
2. Focus and deepen the relevance of our collections and ideas across the UK
3. Expand the V&A's international reach as a global catalyst for the UK creative industries.
4. Embed digital capacity and culture at the V&A and deliver an outstanding digital experience.
5. Diversify and increase private and commercial funding sources.

Vision and Purpose of Learning at the V&A

Learning at the V&A fires imagination and fosters ingenuity for everyone, everywhere in a changing world.

A forward thinking, energetic and collegial team activates the world's leading collection of art, design and performance and dynamic creative networks to empower and enrich learners with design-led skills, knowledge and understanding for the 21st century. The team promotes thought leadership and active civic engagement through the value of culture and creativity for all. A responsive and relevant portfolio of activity, from programmes to gallery interpretation, strives to inspire current and future generations of artists, creatives, designers and innovators.

Behaviours

Consistent with our vision and purpose, LNP is underpinned by behaviours that drive forward positive change through design and creativity and situate thinking and practice within a growing multi-site context. Our approach to programming is learner-centred; outward-facing and iterative, informed by principles that embed access and equity, and digital thinking and practice. Where strategic, programmes amplify activity to achieve local, national and international impact and reach through partnerships and advocacy.

Just as design constantly innovates to meet changing needs, so too will our ways of working to maintain a meaningful, relevant and dynamic portfolio.

V&A Values

The museum's four values of generosity, curiosity, integrity and innovation shape our everyday professional practice and behaviours and the post holder will be expected to demonstrate these values in how they work.

Purpose of the Post

This post provides coordination and administration for the activity of the Interpretation team which plays an essential part in the mission of the LNP Department. The team has a broad remit, covering the development and delivery of all new interpretation across permanent gallery projects and temporary exhibitions, alongside the maintenance of existing interpretation, to ensure we are activating our collections through consistently accessible, relevant and meaningful stories and media. This range of activity requires clear planning and systems and the role will suit a committed administrator who enjoys organisation and has an eye for detail when it comes to office management.

Main Tasks

- In consultation with the Head of Interpretation organise and deliver the administrative tasks required for the everyday work of the Interpretation team.
- Be responsible for coordinating the team's schedule of work, using the appropriate software tools (Outlook/Team/Slack etc.) to liaise with colleagues and plan day-to-day activity in line with project stages and commitments.
- Manage the Head of Interpretation's diary.
- Assist in the management of the Interpretation team's budget, raising POs, paying invoices and liaising with external contractors regarding payment.
- Take responsibility for filing for the team, organising paper and digital files and ensuring team outputs are recorded, archived and stored in the appropriate places.
- Coordinate the maintenance programme of existing interpretation in galleries, auditing current provision, ensuring high and low-tech devices are repaired and up-to-date, and liaising with colleagues across the museum to ensure interactive areas are stocked up.
- Be responsible for booking rooms, arranging catering, hiring audio-visual equipment, organising photography or filming of events and other in-house support when required.
- Coordinate ad hoc printing and temporary signage requests, liaising with suppliers to arrange production and delivery.
- Compile relevant interpretation manuals for completed gallery projects.
- Support the evaluation of gallery projects and programmes by coordinating the gathering and compiling of data when required.

- Coordinate a programme of benchmarking for the team, booking and organising visits to external institutions and sites.
- Carry out ad hoc project duties and creative tasks as requested by the Head of Interpretation when needed to support the Interpretation team.
- Be committed to health and safety and ensure familiarity with all of the Museum's health and safety policies and procedures.
- Promote equality and diversity by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect and dignity and actively contributing to developments that support the Museum's strategy for widening access, inclusion and diversity.
- Be security conscious, ensure familiarity and co-operate with all Museum security procedures and wear a security pass at all times when on Museum premises.

Person Specification

Essential

- A relevant qualification (or equivalent) – Arts Admin or Business Studies, and/or Art History etc. with administrative experience.
- Substantial experience of administration, including participation in the production and delivery of tangible graphic or 3D outputs.
- Ability to work accurately to tight deadlines, to juggle several tasks and to remain calm under pressure.
- Excellent IT skills including Word, Excel and resource management systems.
- Good interpersonal skills and the ability to communicate clearly with a broad range of people in person, on the telephone and in writing.
- A positive, can-do attitude and a willingness to go the extra mile in order to deliver an excellent visitor experience.
- Resourceful with good problem-solving skills, initiative and a proactive approach. Ability to adapt to regularly changing priorities and procedures.

Desirable

- An understanding of museums and/or galleries, and the departments and processes required for their day-to-day running.

OTHER INFORMATION

Hours/Salary

Net working hours (i.e. excluding meal breaks) are 21.75 per week.

The salary for this role is £22,227 per annum pro rata. Salaries are reviewed on an annual basis.

Annual leave:

28 days plus 8 days public holidays pro rata

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 **Monday 6 May 2019**.

Interviews will be held **w/c 21 May 2019**.

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