



JOB DESCRIPTION

Job Title:	Exhibitions Manager
Division:	Commercial, Digital & Exhibitions
Department:	Exhibitions & Loans
Contract:	12-month fixed term opportunities
Reporting to:	Senior Exhibitions Manager
Salary:	£30,769 per annum

Background and purpose of job

The V&A is the world's leading museum of art, design and performance. We enrich people's lives by promoting the practice of design and increasing knowledge, understanding and enjoyment of the designed world.

The V&A's Exhibitions team manage a diverse and exciting programme of South Kensington and touring exhibitions. Working with a wide range of institutions and individuals all over the world and the UK, you will be responsible for the delivery of exhibitions at the V&A and at other venues.

Main Duties

1. Co-ordinate the successful implementation of V&A temporary exhibitions, touring exhibitions and commissions. This requires managerial and diplomatic expertise, and the ability to arbitrate between venues, lenders, stakeholders and other internal and external colleagues, often senior in grade, who have differing views, goals and expectations.
2. Co-ordinate, assist and work closely with the curator of each allocated exhibition, to develop the object list, confirm loans, edit and proof-read all gallery text and label copy, press releases, gallery guides etc. when required.
3. Liaise closely with all tour venues on the practical arrangements for each allocated exhibition, including: design liaison, loan negotiation and agreements, condition checking, packing, transport, indemnity and insurance, couriers and installation.
4. Be responsible for management of all stakeholder relationships invested in the delivery of the exhibition.
5. Be responsible for the management of all practical arrangements for each exhibition, including conservation, photography, display preparation, design liaison, contract and loan agreement preparation, loan negotiations, condition checking, packing, transport, indemnity & insurance, couriers and installation/de-installation.

6. Lead and manage each exhibition's Project Team, scheduling meetings and liaising with internal and external members of the team. Ensure the smooth execution and maintenance of exhibitions, whether at the V&A or at other venues.
7. Brief and work closely with Designers. Plan and oversee on-site construction, installation and dismantling of exhibitions either at the V&A or at other venues, including supervision of contractors, object handlers and packers and liaison with Projects and Estates Section.
8. Prepare and monitor each exhibition's critical path, risk register and manage budgets to ensure exhibitions are completed on time and to budget. The Exhibition Manager is expected to use his or her judgement to make recommendations and take decisions affecting all of the above.
9. Assist with early planning for touring exhibitions, including: preparing content summaries; cost estimates; seeking and securing tour venues; preparing and negotiating loan agreements and contracts.
10. Line manage member(s) of the Exhibitions team and provide support for other members of the Exhibitions team where necessary. The Exhibition Manager is expected to be a strong team player with excellent awareness of the 'bigger picture'.
11. Answer general telephone and written enquiries; deputise for Senior Exhibitions Managers, the Head of South Kensington Exhibitions, the Head of Touring Exhibitions and the Deputy Head of Touring Exhibitions when required.
12. Be committed to health and safety and ensure familiarity with all of the Museum's health and safety policies and procedures.
13. Be security conscious, ensure familiarity and co-operation with all museum security procedures and ensure you wear a security pass at all times when on museum premises.
14. Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity and actively contributing to developments that support the museum's strategy for widening access, inclusion and diversity.
15. Carry out ad hoc duties as requested by appropriate managers within your department.

PERSON SPECIFICATION

Essential requirements

1. A degree (or equivalent) in History of Art, History or other related subject.
2. Significant experience in the role as an Exhibitions Assistant, or equivalent, at the V&A or elsewhere.
3. An Exhibitions or Registrars background with direct experience of exhibition project management and delivery to a specific deadline, whilst observing best practice and procedures.
4. Experience of working with large-scale, multidisciplinary exhibitions including complex digital technologies.

5. Excellent communication and interpersonal skills including the ability to deal diplomatically with a wide range of people at varying levels inside and outside the Museum and from different cultures and backgrounds.
6. Proven experience of managing budgets.
7. Proven diplomacy, negotiation and influencing skills.
8. Proven good organisational & administrative skills.
9. Self-motivator who can work well as part of a team and with a wide range of people. Lead and motivate a team.
10. Proven ability to pay close attention to detail, but also be able to manage more than one project at a time, knowing what tasks to prioritise and when.
11. Understanding of copyright management.
12. A flexible and positive approach to all aspects of the job and the ability to remain calm and deal courteously with people whilst working under pressure. A high level of initiative and common sense in problem solving and dealing with difficult situations.
13. High level of initiative and the ability to identify problems in advance of a crisis and propose workable solutions.
14. Proficient in the use of word processing and database packages such as Word, Filemaker Pro, Microsoft Project and Excel.
15. Experience of working with fine art agents and exhibition designers.
16. Willingness to travel in the UK and abroad.

Desirable requirements

1. Line management experience.
2. Awareness of and active interest in the V&A's UK and international profile.
3. Foreign language skills.

OTHER INFORMATION

Hours/Salary:

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

The salary for this role will be £30,769 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

We are committed to promoting equality, diversity and inclusion through all our employment policies and practices. For this role, we particularly welcome applicants from those who are significantly underrepresented at the V&A such as men and individuals from black and minority ethnic communities, who meet the requirements of the person specification.

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 12 noon, Friday 9th August 2019.

Interviews are likely to be held on Tuesday 20th or Thursday 22nd August.

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