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| JOB DESCRIPTION |  |

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| **ROLE:** Exhibitions Officer  **LOCATION:** Coventry Transport Museum  **RESPONSIBLE TO:** Exhibitions and Events Manager  **RESPONSIBILE FOR:** N/A | **CONTRACT:** Permanent  **WORKING HOURS:** 37  **SALARY:** Grade 5  £20.661 - 25,951 per annum, dependent on experience |
| **OVERALL PURPOSE AND OBJECTIVE OF THE ROLE:**  To support the Exhibition & Events Manager to deliver Trusts ambitions to develop the Coventry Transport Museum into a national visitor attraction through high profile, commercially viable programming. | |
| **MAIN DUTIES AND RESPONSIBILITIES: -**   * To research, plan and deliver highly interactive STEM based temporary exhibitions and associated events programme for the Coventry Transport Museum. * To work with national and international networks and organisations to create wider opportunities to raise the status and profile of the museum’s work. * Liaise with internal stakeholders to ensure effective and efficient project delivery. * To identify funding opportunities through external agencies and partnerships to ensure the sustainability of creative programme. * To deliver quality exhibitions and events within the agreed delegated budgets. * To administer the temporary exhibitions programme, managing projects and leading project teams, and organising contracts, documentation, content, interpretation, presentation, transportation, insurance and associated arrangements.   **GENERAL RESPONSIBILITIES: -**   * To embrace and lead by example on the company’s key values; * Identify and review risks with your Line Manager as part of the organisational risk register; * Contribute to the ongoing review and development of the Trusts policies and procedures to support continuous improvement; * Ensure adherence to all Trust policies and procedures; * Ensure your teams comply with and understand all Health & Safety policies and requirements; * Support and input into the organisational digital strategy as required; * Identify and collaborate with potential key external stakeholders; * Identify fundraising or sponsorship opportunities and highlight these to your Line Manager; and * Ensure adherence to the GDPR in respect of all data collected and maintained. * To carry out tasks at a range of sites that are either operated or managed by the Company or where services are delivered by the Company. * To promote Equality and Diversity and ensure full compliance with Company policy. * To undertake other duties and provide short-term cover where necessary, as specified by Management, which are appropriate to your qualifications, experience and general level of your position. | |
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| PERSON SPECIFICATION | | | |  |
| **Criteria** | **Essential** | **Desirable** | **Evidence** |
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| Post Graduate Qualification in professional museum or heritage qualification |  | 🗹 | Application |
| Experience of managing creative programme within a science museum setting or equivalent | 🗹 |  | Application/Personal Statement/Interview |
| Experience of working with community groups and supporting volunteers and students |  | 🗹 | Personal Statement/Interview |
| Experience of working with professionals, including curators, conservators, event organisers, exhibitions designers and marketing staff. | 🗹 |  | Application/Personal Statement/Interview |
| Experience of large-scale commissioning of national and international shows. |  | 🗹 | Application/Personal Statement/Interview |
| Experience of successfully managing a diverse range of creative projects and programmes | 🗹 |  | Application/Personal Statement/Interview |
| Experience of budget management, statistical analysis and financial planning. | 🗹 |  | Application |
| Financial acumen and evidence of successful income generation and bid writing. |  | 🗹 | Personal Statement/Interview |
| Experience of working with Regional and National Partners. |  | 🗹 | Application/Personal Statement/Interview |
| Substantial knowledge of the issues, standards and current practices in arts and heritage – in particular STEM related heritage. | 🗹 |  | Application/Personal Statement/Interview |
| Knowledge of the statutory framework such as Data Protection 2018, Freedom of Information Act 200 and Intellectual Property Legislation. |  | 🗹 | Application/Personal Statement/Interview |
| Strong ICT skills covering office packages, digital asset systems and database | 🗹 |  | Application/Personal Statement/Interview |
| An understanding of digital application to increase participation and engagement | 🗹 |  | Application/Personal Statement/Interview |
| Ability to work under pressure, with a strict eye for detail and deadlines. | 🗹 |  | Personal Statement/Interview |
| Ability to work effectively with a range of stakeholders and current/potential partners. | 🗹 |  | Personal Statement/Interview |
| Ability to make effective decisions, and to prioritise appropriately | 🗹 |  | Personal Statement/Interview |
| Strong data management and analytical skills | 🗹 |  | Personal Statement/Interview |
| The ability to think creatively and to problem solve. |  | 🗹 | Personal Statement/Interview |
| An audience focused approach with a sensitivity to equality and diversity. | 🗹 |  | Application/Personal Statement/Interview |
| Work collectively and collaboratively across departments | 🗹 |  | Application/Personal Statement/Interview |
| Strong leadership and management skills with the ability to motivate, inspire and effect change and deliver results. | 🗹 |  | Application/Personal Statement/Interview |

**Date Created:** July 2019

**Date Amended:**