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| JOB DESCRIPTION |  |

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| **ROLE:** STEAM Exhibitions Officer**LOCATION:** Coventry Transport Museum**LINE MANAGER:** Culture & Creative Director | **CONTRACT:** Permanent**WORKING HOURS:** 37**SALARY:** £21,745 - £25,694 |
| **Summary of role purpose:*** To support the Exhibition & Events Manager to deliver on the Trust’s ambitions to develop the Coventry Transport Museum into a national visitor attraction through high profile, commercially viable programming.
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| **KEY RESPONSIBILITIES** |
| * To plan, manage and deliver the temporary exhibitions programme for Coventry Transport Museum in accordance with the Trust’s Business Plan and Creative Programming Policy.
* To research, plan and deliver highly interactive STEAM based temporary exhibitions and associated events programme for the Coventry Transport Museum.
* To work with national and international networks and organisations to plan, deliver and commission travelling exhibitions.
* 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 programming.
* To deliver quality exhibitions and events within the agreed delegated budgets.
* To administer the temporary exhibition programme, managing projects and leading project teams, and organising contracts, documentation, content, interpretation, presentation, transportation, insurance and associated arrangements.

Within areas of responsibility:* identify and review risks with your Line Manager as part of the organisational risk register;
* ensure adherence to all Trust policies and procedures;
* contribute to the ongoing review and development of the Trusts policies and procedures to support continuous improvement;
* ensure you comply with and understand all Health & Safety policies and requirements;
* support and input into the organisational digital strategy as required;
* 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.
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| **ORGANISATIONAL VALUES**You will be expected to perform your role in line with our core values which are: |
| * **Pride** – we are proud of our…
	+ city;
	+ collections;
	+ work; and
	+ organisation.
* **Collaboration** – we are…
	+ open to partnerships;
	+ fully engaged in our community; and
	+ have a listening culture.
* **Innovation** – we will be…
	+ challenging artistically;
	+ open to new ideas; and
	+ digital pioneers.
 | * **Business Minded** – we take collective responsibility to…
	+ secure the organisations future; and
	+ create opportunity.
* **Inclusivity** – we will ensure that…
	+ diversity thrives;
	+ lives are changed; and
	+ we remain socially relevant to all.
* **Trusted** - we are valued and trusted by our…
	+ visitors;
	+ partners;
	+ funders; and
	+ each other.
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| PERSON SPECIFICATION |  |

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| **Criteria** | **Essential** | **Desirable** | **Evidence** |
| **EXPERIENCE** |
| Post Graduate Qualification in professional museum or heritage qualification. | ✓ |  | Application |
| Experience of managing a creative programme within a science museum setting or equivalent. | ✓ |  | Application/Personal Statement/Interview |
| Experience of working with community groups and supporting volunteers and students including insurance and contractual arrangements are in place. |  | ✓ | 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 |
| **TECHNICAL/PROFESSIONAL** |
| Substantial knowledge of the issues , standards and current practices in arts and heritage – in particular STEAM related heritage. | ✓ |  | Application/Personal Statement/Interview |
| Knowledge of the statutory framework such as Data Protection 2018, Freedom of Information Act 2000 and Intellectual Property Legislation. | ✓ |  | Application/Personal Statement/Interview |
| Strong ICT skills covering office packages, digital asset systems and databases. | ✓ |  | Application/Personal Statement/Interview |
| An understanding of digital application to increase participation and engagement. | ✓ |  | Application/Personal Statement/Interview |
| **ABILITIES** |
| 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 take effective decisions, and to prioritise appropriately. | ✓ |  | Personal Statement/Interview |
| Strong data management and analytical.  | ✓ |  | Personal Statement/Interview |
| The ability to think creatively and to problem solve. |  | ✓ | Personal Statement/Interview |
| **BEHAVIOURS** |
| 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 |
| A flexible approach to work with the willingness to work outside standard hours on occasion | ✓ |  | Application/Personal Statement/Interview |