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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. | | |
| **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. | | |
| **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 |