

Exhibitions Manager



National Army Museum

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Public Programmes Division

Post: Exhibitions Manager Post No: NAM 119

Scope

The role spans the day-to-day management of the design team and the development and delivery of all exhibitions and gallery displays. It also has a key role in delivering the Museum's Building For the Future re-development through the delivery of key elements of the HLF Activity Plan including the offsite travelling and temporary exhibitions programme.

Job Role

The post-holder is responsible for leading on the planning, management and production of all forms of permanent, temporary and travelling exhibitions, the management and maintenance of the permanent displays and the planning and provision of design services to internal client departments.

Job Description

1. The post-holder is responsible for:

- a. Developing and managing the planning, development, procurement and installation of the Museum's temporary exhibition programme on-site at Chelsea, and the White Space programme which supports the Building for the Future development;
- b. The development, management and delivery of all aspects of the Travelling Exhibition Programme: including project management, production, budget and logistics as required;
- c. Developing and delivering the exhibition elements of the Museum's Waterloo Campaign which marks the bi-centenary of the Battle of Waterloo in 2015;
- d. Development and delivery of elements of the Museum's World War One commemorative programme for 2014-18 including working with volunteer groups to create out-reach exhibitions and resources;
- e. Implementing, managing and monitoring a gallery maintenance programme at Chelsea utilising the internal design team and service contracts as required;
- f. Supporting research and evaluation to inform and improve the quality of interpretative provision.
- g. Provide advice, guidance and training on best interpretative practice to museum staff in respect of exhibitions and graphics with the aim of delivering quality and consistency in the standard of interpretation across the museum.
- h. Contribute to the development and delivery of all relevant aspects of the HLF Stage 2 bid.

2. Resource Management

- a. Playing a full and effective part in the management of the Division as a key Manager;
- b. The motivation, management and development of designated staff, contractors and volunteers, exercising a proper duty of care over them, and to meet all performance objectives set. The post-holder is responsible for three Graphic Designers;
- c. Facilitating and co-ordinating change management;
- d. Leading multi-disciplinary teams as required to deliver agreed exhibition and related projects;
- e. Managing external contractors e.g. 3d and 2d designers and audio-visual specialists as required.

3. Internal Relationships

The post-holder will need to work closely with all colleagues across the Museum but particularly within the Public Programmes Division (Education, Marketing, the

Interpretation Manager and Activity Co-ordinator), the Collections Division and Commercial & Visitor Services Department.

4. External Relationships and Partnerships

- a. Establishing and maintaining a wide range of partnerships including working with Regimental Museums and other venues for travelling exhibitions and establishing and maintaining good relations with consultants/contractors;
- b. The post-holder will be responsible for the effective management of external contractors for projects and maintenance contracts.

5. Health & Safety

- a. The post-holder will take a lead role on the Museum's Health & Safety and Environmental Committee and may be required to undertake investigations into any incidents/dangerous occurrences;
- b. The post-holder must be committed to good health and safety and access practice, ensuring familiarity and compliance with Museum policies, procedures and guidelines and the health and safety of visitors, staff, volunteers and contractors at all times.

6. In addition, the post-holder is required to:

- a. Act in every way so as to preserve the Museum's reputation and good name in all areas of its work and be fully committed to openness and transparency in all its dealings.
- b. Ensure that the Museum's Accounting and Financial procedures are strictly adhered to and embed a culture of control and financial discipline.
- c. Effectively managing delegated budgets and projects and be responsible for the proper exercise, as instructed, of any delegated financial powers, having express regard to the Director-General's appointment as the Museum's Accounting Officer; especially to promote efficient and cost-effective methods of working to keep strictly within planned budget allocations, as set by the Senior Management Team Finance Committee. The post-holder will be expected to play a full part in the generation of income as required and to avoid breaches of financial regularity and propriety, the misapplication of funds, or waste of resources.
- d. Take due care to assess and manage risk, having regard to the NAM's Risk Management Policy; (Risk Management at the NAM: Matrix of Risks).
- e. Carry out his/her duties in accordance with the NAM's Equal Opportunities Policy.
- f. The post-holder will be expected to travel to and operate from the NAM's outstations or any location where the Collection, or parts of the Collection, activity or other NAM property or services are held, or take place;
- g. The post-holder must co-operate fully with the Management of the NAM in pursuance of the Museum's aims, as set out in its Royal Charter, and to enhance the Museum's standing and reputation through its contacts with the public and the media.

This will include membership of various development and other teams set up from time-to-time and reporting to the Director-General and Senior Management Team;

- h. Chair Museum committees, teams and working parties, as delegated by the Assistant Director (Public Programmes) and represent the Museum on external committees as required;
- i. Make presentations to the NAM Council (Trustees), the Director-General, Senior Management Team and members of staff as requested.

7. The appointment is permanent (subject to a six -month probation period) and pensionable, working 36 hours per week, 5 days out of 7. Additional evening and weekend working may be required. The salary is Pay Band C1 £39,773 pa inclusive of Recruitment and Retention Allowance. The post-holder is required to give three months written notice in resigning.

8. The appointment will be subject to a security clearance through Disclosure Scotland.

9. This job description sets out the key responsibilities and tasks of the post and is not exhaustive. It may alter with the changing needs of the Museum. This job description may be reviewed and updated annually.

10. The National Army Museum is an equal opportunities employer.

11. The National Army Museum operates a no smoking policy.

Janice Murray, Director General April 2013
National Army Museum

Location:	chelsea
Category:	Exhibitions
Duration:	
Type of Contract:	Permanent

Hours:
added: April 24, 2013

Full Time
deadline: May 24, 2013

More information: <http://www.nam.ac.uk/vacancies>