Exhibitions Project Manager

Royal Museums Greenwich

Job Description: Exhibitions Project Manager

Reporting to: Senior Exhibitions Project Manager

Purpose:
The Royal Museums Greenwich (RMG) is the world’s largest Maritime Museum, with unrivalled collections, situated at the heart of a Unesco World Heritage Site. RMG has embarked on an ambitious and exciting Masterplan for its Maritime Galleries, including development of a new flagship gallery to tell the story of the British Navy and its importance in shaping Britain’s past and present. Already Phase 1 of the Masterplan saw the successful opening of our new Sammy Ofer Wing (July 2011) and Traders gallery (September 2011). Phase 2 sees us deliver a further refresh and redevelopment of large and small scale galleries and public display areas.

Our busy exhibitions team is responsible for the development, delivery and maintenance of exhibitions across the four Museum sites (National Maritime Museum, Royal Observatory Greenwich, Queen’s House and Cutty Sark) and beyond through its touring exhibitions programme. The Masterplan includes the re-development of our permanent galleries, special exhibitions, contemporary art interventions, touring shows and gallery maintenance. It represents the strengths of the Museum’s collection and subject specialism which ranges from fine art to the history of astronomy and navigation and from environmental issues to the importance of our British Maritime History.

We are now looking for a dynamic individual to join the team as an Exhibitions Project Manager, overseeing the management of a range of different display projects within the exhibitions programme. The post-holder will manage the process from instigation, through to design, build, installation and post-opening maintenance. The role will take responsibility for the overall delivery of projects, and is expected to develop strong working relationships as well as work closely with colleagues from across the Museum to ensure exhibitions deliver high quality, contemporary, and engaging content. The post holder will also have the opportunity to contribute to the Museum’s forward exhibition programme.

Key Responsibilities:
• Take project management responsibility for aspects of our small-scale temporary and permanent exhibitions development, balancing multiple projects simultaneously.
• Lead and motivate cross-departmental exhibition project teams, ensuring development is progressed to schedule, and that key issues are addressed proactively throughout the project development process.
• Responsible for the production and delivery of specific exhibition projects within time and budget and to agreed standards of quality.
• Use the Museum’s preferred Project Method to establish the scope and chart progress of each display project, including content development, schedule of works, itemized budget, risk assessment and issues log.
• Manage the production of tender documents, the tender process and negotiate agreements for exhibition contractors, including OJEU (when appropriate).
• Ensure compliance with all relevant legislation, including CDM, WEEE, DDA and Health & Safety.
• Manage the gallery strip-out and construction process.
• Manage Museum staff where appropriate, and oversee the work of external contractors and consultants such as exhibition designers, graphic designers, model makers, exhibition construction contractors, quantity surveyors, planning supervisors and contract administrators.
• Ensure coordination between relevant museum departments.
• Encourage feedback from project teams and ensure ‘lessons learned’ are shared with colleagues and fed into new projects.
• Represent the Exhibitions team at relevant meetings, when required.

Skills and Experience
Essential:
• Educated to degree level or equivalent experience.
• Confident individual, with proven management skills gained from practical experience of managing substantial, high quality exhibition projects within a museum environment, or similar.
• Demonstrable experience of managing >£10k - £500k+ budgets throughout all stages of a project, including accurate forecasting and cost management/engineering.
• Extensive experience of exhibition content development, construction and design management.
• A good working knowledge of statutory requirements and issues relating to exhibition development (e.g. OJEU, CDM, DDA, WEEE regulations, health & safety, procurement and FOIA, etc.)
• A creative mind, with a proven track record of managing 2D and 3D design, able to facilitate the development of high quality concepts, dealing with a wide group of stakeholders, ensuring seamless translation into delivery.
• Experience of delivering audience consultation at key stages (front end, formative, summative).
• A good understanding of the technical aspects of the project, such as the conversion of design concepts to construction drawings, dealing with modifications to existing buildings, object handling and display specifications, visitor flow in public areas, design of multi use public spaces, production techniques and contract management.
• Comprehensive experience of managing and negotiating with external contractors such as designers and display fabricators.
• Excellent interpersonal, written and oral communication skills with the ability to foster cross-departmental relationships and to handle potentially controversial subject matter in a sensitive manner.
A confident manager and team player who strives on solving problems and motivating a multi-disciplinary team throughout the project development and delivery stages.
A professional, sensitive and adaptable approach to managing change within the context of a cultural institution.
A good understanding of content development, visitor engagement and how this translates into contemporary, high quality exhibition design and delivery.
Experience of using and maintaining robust risk management tools such as risk assessments and risk registers.

Desirable:
- Prince 2 qualified
- Experience of commissioning and delivering digital media.
- An interest in or experience of the museum’s subject areas.

Terms and Conditions:

The post-holder will work a 41 hour week, core hours Monday to Friday 9.00am to 5.00pm with an additional hour to be worked in agreement with line manager. Flexibility and occasional overtime will be required.

Salary £27,000 - £35,000 per annum depending on experience and qualifications

Closing date for applications is 18 February 2013

To apply please email a CV and covering letter to recruitment@rmg.co.uk or post to Human Resources, National Maritime Museum, Park Row, Greenwich, London, SE10 9NF
Please also take the time to complete an equal opportunities monitoring form.
We regret we are unable to reply to every applicant. If you do not hear from us within three weeks of the closing date please assume you have not been shortlisted.
The Museum holds the 'two ticks' disability symbol and will guarantee an interview to disabled candidates who meet the essential criteria. Please indicate clearly in your covering letter if you wish to be considered under this scheme.

Location: Greenwich
Category: Exhibitions
Duration: Permanent
Type of Contract: Full Time
Hours: Permanent
added: Feb. 4, 2013
deadline: Feb. 18, 2013

More information: http://www.rmg.co.uk/about/job-opportunities/