

National Army Museum

Royal Hospital Road, Chelsea, London, SW3 4HT

Exhibitions Department

Post: Part-Time Museum and Exhibition Designer - Post No: NAM 207

Reports to: Head of Exhibitions

Background

The National Army Museum (NAM) has recently re-opened after a three-year closure and a £23.75m refurbishment. With five new thematic exhibitions and an ambitious temporary exhibitions programme, NAM hopes to grow its audience and attract a new generation of visitors.

Job Role

Responsible for supporting the development and delivery of NAM's temporary exhibition programme, and assisting with the refresh and redevelopment of NAM's permanent displays. One of the key responsibilities will be to work closely with the Lead Graphic Designer to ensure that 2D and 3D design complement each other and form a vital part of the interpretive approach. The role will also work with the Full-Time Museum and Exhibition Designer to support, refresh and redevelop NAM's permanent exhibitions.

1. Job Description

The post-holder is responsible for:

Temporary Exhibition Design (3D)

- (a) Leading on the development of 3D design for the Museum's special temporary exhibition programme (main space – 460m²), including interactive elements.
- (b) Designing and producing effective and high quality creative concepts for special exhibitions, taking into consideration the needs of the Museum collection as well as the aesthetics of the space.
- (c) Ensuring 3D design fully integrates with graphic approach for exhibitions.

- (d) Supporting the Full-Time Museum and Exhibition Designer in 3D design of Focus gallery exhibitions (80m²) as required.
- (e) Assisting with lighting design for temporary exhibitions programme as required, including liaising with the Lead Graphic Designer, Full-Time Museum and Exhibition Designer and external lighting designers, and assisting the Facilities Department with programming and installation.
- (f) Ensuring all design work is produced in accordance with a consistent and accessible house style and that design is creative, innovative uses the most appropriate technology and materials.

Exhibition Re-development Projects

- (a) Supporting 3D design for external display projects e.g. at Army/MOD premises as and when required.
- (b) Working with the Full-Time Museum and Exhibition Designer to formulate design solutions to display and interactive issues in the permanent galleries in the form of visuals and models, scaled drawings and artwork for action by the Head of Exhibitions.
- (c) Working with the Head of Exhibitions, Curators and Full-Time Museum and Exhibition Designer to deliver the Gallery Refinement project, re-interpreting and designing existing displays to bring them in line with NAM's audience development targets.

Administration Management

- (a) Producing detailed design specifications and briefs for the build of design concepts.
- (b) Assisting the Head of Exhibitions in preparation of tender documents for 3D elements of exhibition production, selecting suppliers and production companies for quality, reliability and cost and providing all necessary documentation as appropriate e.g. design files
- (c) Ensuring the best production methods are selected for each project and keeping up-to-date with new production methods and techniques.
- (d) Working closely with the Head of Exhibitions and key stakeholders to ensure all work is delivered on schedule, to an agreed deadline and within budget.
- (e) Managing and supervising works by contractors on site (construction, decoration, modification) as required in conjunction with the rest of the Exhibitions team.

- (f) Providing indicative costs, as and when required, for budgeting purposes.
- (g) Maintaining all records and files relating to the design work for each project.
- (h) Carrying out ad hoc duties as requested by appropriate managers within the division.

Professional Development

- (a) Keeping up to date with current exhibition design through regular visits to other museums and exhibitions.
- (b) Attendance on relevant training courses for updating of professional knowledge and techniques as required.

2. Resource Management

- (a) Responsible for the motivation, management and training of divisional Museum staff, contractors, volunteers, interns and apprentices as appropriate, exercising a proper duty of care over them.

3. Internal Relationships

- (a) Working to the Head of Exhibitions, and working closely with the Full-Time Museum and Exhibition Designer, Lead Graphic Designer, Head of Marketing and Communications and Head of Facilities.

4. External Relationships

- (a) Establish and maintain good working relationships with a wide range of contractors, partners and stakeholders.

5. Health & Safety

- (a) 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) To play a full part in the generation of income, and to avoid breaches of financial regularity and propriety, the misapplication of funds, or waste of resources. 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's appointment as the Museum's Accounting Officer. To promote efficient and cost-effective methods of working to keep strictly within planned budget allocations, as set by the Management Team.
 - (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) Travel to and operate from the National Army Museum's outstations or locations where the Collection, or parts of the Collection, or other NAM property or services are held, or carried on, as and when necessary. UK and some foreign travel may be required. The post-holder will be required to work off-site including at the Museum's facilities at Stevenage.
 - (g) The post-holder will be based at the Museum in Chelsea.
 - (h) 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 and Management Team.
 - (i) Attend Museum committees, teams and working parties, as delegated and represent the Museum on external committees as required.
 - (j) Make presentations to the NAM Council (Trustees), the Director, Management Team and members of staff.
7. The appointment is permanent (subject to a 6-month probation period) and part-time, working 3 days out of 7. Additional evening and weekend working may be required. The salary is £29,412pa (pro-rata) inclusive. The post-holder is required to give two months' written notice in resigning.
8. The appointment will be subject to a security clearance.
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.

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

Justin Maciejewski, Director
National Army Museum

January 2019

Signature:- Date:-