

## **National Army Museum**

**Royal Hospital Road, Chelsea, London, SW3 4HT**

**Exhibitions Department**

**Post: Exhibition Designer (Two-Year Fixed-Term Appointment)**

**Post No: NAM 207**

**Reports to: Head of Exhibitions**

### **Background**

The National Army Museum (NAM) has an exciting new journey, following a new five year strategy. With five thematic exhibitions and an ambitious temporary exhibitions programme, the Museum hopes to grow its audience and attract a new generation of visitors.

### **Job Role**

Working within a small exhibitions and design team, this role covers both the Museum's temporary exhibition programme and permanent gallery refreshment programme. You will interpret the exhibition narrative to create both a 2D and 3D concept for exhibitions, ensuring that the aims and themes of the exhibition are reflected in the exhibition design and produce drawings for construction. You will also be required to produce graphics and exhibitions for the permanent galleries and produce two small touring designs per year, for our regimental and other corps museum partners. This role will provide an opportunity to create a major new permanent gallery at NAM.

A large part of this role will involve working cross culturally throughout the museum, to ensure that the exhibition and galleries meet the Museum's brand guidelines.

One of the key responsibilities is to ensure all work meets the Museum's visual identity criteria and is delivered to the highest standards, on time and within budget. The post-holder will need to deliver on a wide range of projects and briefs using traditional and digital media.

#### **1. Job Description**

The post-holder is responsible for:

- (a) Designing and producing effective and high quality 3D and 2D work for special exhibitions.

- (b) Ensuring graphic work fully integrates and informs 3D design, including visual development of interactives in exhibitions.
- (c) Working cross culturally throughout the museum, to ensure that all marketing, communications and educational material reflects the Museum's brand guidelines and the temporary exhibitions.
- (d) Producing highly creative work within brand guidelines and championing the visual identity framework.
- (e) Developing a visual identity for some of NAM's temporary exhibitions and ensuring durability and practicality of design in permanent galleries.
- (f) Working closely with key stakeholders to ensure all work is delivered on schedule, to an agreed deadline and within budget.
- (g) Supporting production for external display projects e.g. at Army/MOD premises as and when required.
- (h) Ensuring the best production methods are selected for each project and keeping up-to-date with new production methods and techniques.
- (i) Managing the production process for allocated projects, tendering for suppliers and liaising with contractors and production companies for quality, reliability and cost, to CDM standards.
- (j) Providing all necessary documentation whether using in-house or external production services.
- (k) Liaison with third parties and suppliers to provide services to support the delivery of campaigns and collateral.
- (l) Providing indicative costs, as and when required, for budgeting purposes.
- (m) Maintaining all records and files relating to the design work for each project.
- (n) Carrying out ad hoc duties as requested by appropriate managers within the division.
- (o) Preparation of both 2d and 3d design tenders.

## **2. Resource Management**

- (a) Responsible for the management of contractors and suppliers exercising a proper duty of care over them. Liaising closely with

other museum staff who feed into the exhibition process. Monitoring of budgets. Liaison with external organisations and MOD sites.

### **3. Relationships**

- (a) The post holder will report to the Head of Exhibitions and will work closely with the other designers, as well as colleagues in collections, marketing, communications and Public Programmes. The post holder will also need to work with external contractors, suppliers and the Army.

### **4. 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. Production of design to Construction Management Standards.

### **5. 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 Senior Leadership 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) and adhere to Health & Safety Guidelines.
- (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 Senior Leadership 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, Senior Leadership Team and members of staff.
7. The appointment is fixed-term for two years (subject to a six-month probation period), working 37 hours per week (net), 5 days out of 7. Additional evening and weekend working may be required. The salary is £33,365pa (inclusive) with a Joint Contributory Pension operated under the NEST Scheme. The post-holder is required to give three 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

July 2021

Signature:- ..... Date:- .....