

Post: Exhibitions Manager

Post No: NAM 194

Reports to: Assistant Director (Collections)

Scope

Reporting to the Assistant Director (Collections), the Exhibitions Manager will lead on the co-ordination, implementation and management of the Museum's exhibitions programme.

The post-holder has line management responsibility for two Museum Graphics Officers (2D and 3D design), and is also responsible for managing contracts, contractors and budgets.

Job Role

The Exhibitions Manager will be primarily responsible for driving the development of the Museum's exhibitions programme, including an annual special exhibition (460M2), and other smaller displays in line with the Museum's mission. The post-holder will also be responsible for managing two designers.

Job Description

1. The post-holder is responsible for:
 - (a) The implementation of a long-term exhibitions programme, to include the timetabling, planning, co-ordination and delivery of the Museum's permanent and temporary exhibition programme, travelling and outreach exhibitions, and exhibitions and displays held off-site, ensuring all exhibitions are planned and delivered efficiently on time and to budget while supporting the ambition of the Museum's mission.
 - (b) Specifically liaising with County/Regional Military Museums in putting together small scale travelling exhibitions.
 - (c) Working with international colleagues on joint exhibitions.
 - (d) In conjunction with colleagues in the Strategy and Development Division, sourcing appropriate funding and sponsorship for the Museum's exhibition programme and supporting/writing funding applications as required.

- (e) Working with colleagues in Marketing and Communications ensure the exhibition programme meets target audiences as set out for each project.
- (f) Producing design briefs and schedules and communicating these to the Senior Management Team, staff, clients and contractors.
- (g) Producing visuals, models and scaled drawings and artwork, written specifications, cost estimates, tender submissions and supporting documentation for projects.
- (h) Project manage exhibitions and effectively distribute work, ensuring co-ordination and communication across the Museum. Identifying critical risks and taking actions to mitigate them.
- (i) Ensuring all exhibitions are evaluated to inform future planning and ensuring any follow-up action is taken.
- (j) Managing and supervising exhibition-related construction/decoration/ modification work carried out by contractors working on behalf of the Museum on site and in designated locations as required.
- (k) Ensuring the maintenance of the exhibition and gallery spaces, playbase and Learning centre, and managing the appropriate and existing maintenance contracts in place.
- (l) In conjunction with the Head of Marketing and Communications, managing the design of internal and external 2D material in accordance with NAM house style and branding, including the Museum's printed publications, posters and leaflets, exhibition catalogues, guide book and all other forms of Museum literature and internal documents and maintaining master files and records. Provide a sign off for all design work, including material produced by external agencies, confirming it meets DDA/Access requirements and other legislation/best practise.
- (m) Participate as an active and responsible member of the Collections Division and contribute to the development of NAM's policies, strategies, business and operational plans, ensuring they are efficiently delivered and resources are used appropriately.
- (n) Developing, delivering, meeting, monitoring and reporting on agreed standards of performance and quantitative and qualitative targets, including Key Performance Indicators (KPIs).

2. Resource Management

- (a) The leadership, motivation, management and development of designated staff, contractors and volunteers, exercising a proper duty of care over them, to meet all performance objectives and targets set and to ensure fundraising opportunities are maximised. The post-holder is responsible for the direct line management of two Museum Graphics Officers.
- (b) The post-holder will be responsible for the management of contractors.
- (c) The post-holder will be responsible for the management of the exhibitions budget.

3. Internal Relationships

- (a) The post-holder will need to work closely with all colleagues across the Museum but particularly staff within the Strategy and Enterprise Division, Collections Division and the Operations Division.
- (b) Work closely with Curatorial staff and the Head of Marketing & Communications to ensure that teams are informed about gallery progress, and provide information and assets.
- (c) Work with the Learning and Engagement team to ensure consistency of content and integrated approaches across education (formal) and interpretation (informal) education provision and develop joint projects and mutually supportive projects and initiatives, where appropriate.
- (d) Work with the Senior Management Team to communicate and plan the delivery of the exhibitions programme and displays, in a timely manner.
- (e) The post-holder will be required to liaise as appropriate with wider Museum staff, Senior Management Team, supporters and partners.

4. External Relationships and Partnerships

- (a) Establishing and maintaining a wide of external relationships, to balance the needs of existing visitors and new audiences for the Museum.
- (b) Working with, and developing relationships with international colleagues.

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.

- (b) Ensuring the efficient and safe running of the Design work areas including: any work-shop facilities; the operation of machinery; the use of work spaces; and the implementation of all health and safety at work regulations in relation to the storage and use of hazardous substances.

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 as required and to avoid breaches of financial regularity and propriety, the misapplication of funds or waste of resources. Effectively manage 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; especially to promote efficient and cost-effective methods of working to keep strictly within planned budget allocations, as set by the Senior 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 Collections Centre at Stevenage. Travel to contractor offices may be required.
- (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 and Senior Management Team.
- (h) Chair Museum committees, teams and working parties, as delegated by the Assistant Director (Collections) and represent the Museum on external committees, as required.
- (i) Support presentations to the NAM Council (Trustees), the Senior Management Team and members of staff as requested.

7. The appointment is permanent (subject to a six-month probation period), and full-time, working 37 hours per week (net), 5 days out of 7. Additional evening and weekend working may be required. The salary is £42,456 inclusive. The post-holder is required to give three months 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. This job description may be reviewed and updated annually.
10. The National Army Museum is an equal opportunities employer.

Justin Maciejewski, Director
National Army Museum

May 2018

Signature: Date: