

**Person Specification**

**Post: Exhibitions Manager**

**Post No: NAM 194**

Criteria	Essential	Desirable	Evidence
Qualifications	Educated to degree level (or equivalent) in a relevant subject.	Project Management Qualification.	
Experience & Knowledge	<p>Significant experience of developing, implementing and managing a long-term exhibitions programme, within the Museum/Cultural/ Heritage Sector.</p> <p>Proven experience of planning, leading and delivering quality and inclusive internal and off-site exhibitions and displays within agreed parameters.</p> <p>Experience of working/liasing with County/Regional Military Museums in putting together small scale travelling exhibitions.</p> <p>Experience of working with a range of stakeholders, partners, communities, internal clients, Senior Management Team and external agencies.</p> <p>Experience of contract tendering/procurement, producing scopes of work and associated specifications.</p> <p>Ability to work and manage designers and differing types of contractors.</p>	<p>Experience of sourcing appropriate funding and sponsorship and supporting/writing funding applications.</p> <p>Experience of working within a County/Regional Military Museum.</p>	Application and Interview
Skills & Abilities	Demonstrable excellent project management skills and the ability to plan work to meet agreed standards, deadlines and budgets.	Familiarity with packages for Apple Mac. Design software.	Application and Interview

	<p>Good management skills with the ability to co-ordinate multi-disciplinary teams and use resources effectively and efficiently.</p> <p>Ability to work within teams across different areas of the Museum's structure.</p> <p>Highly organised and able to multi-task.</p> <p>Highly effective oral and written communication, influencing and negotiating skills.</p> <p>Sound business skills and application of financial management and control.</p> <p>Ability to manage a consistent house style and visual identity across a range of media.</p> <p>Excellent proof reading ability.</p> <p>ICT skills in Microsoft Word and Microsoft Excel.</p>		
Particular Circumstances	<p>Interest in and empathy with Our Army and a commitment to the mission of the Museum.</p> <p>An ability to bring agility, creativity and accessibility to the Museum's exhibition offer.</p> <p>Understanding and a commitment towards working in support of equality and diversity at all times.</p> <p>Travel to other venues including the Museum's collections centre in Stevenage, will be required.</p>	An understanding of NAM's audiences and key stakeholder groups.	Interview