

# TULLIE HOUSE MUSEUM & ART GALLERY TRUST

## JOB DESCRIPTION



**Job title:** Exhibitions & Events Coordinator

**Grade:** Grade E (£20,660) 1.0FTE

**Responsible to:** Head of Programme and Projects

**Responsible for:** Volunteers, freelancers, external contractors, Placement and work experience students. Allocated project staff.

### OVERALL PURPOSE

- To support the development, coordination and delivery of a structured programme of exhibitions and associated events.
- Support the management and delivery of projects encouraging and maintaining cross departmental working. Act as a point of contact to ensure good communication between all members of project teams.
- Through exhibitions, events and projects, increase access to the Tullie House collection in line with Manifesto and Business Plan priorities.

### KEY AREAS OF RESPONSIBILITY

1. Work closely with the Head of Programme & Projects in the research, planning, development and organisation of exhibitions, events and projects, developing opportunities to increase access to the Tullie House collections.
2. Support the Head of Programme & Projects through the coordination of cross-departmental programme project teams and communications through the setting up of meetings, taking minutes, disseminating information and ensuring project actions are followed up, leading on allocated projects.
3. Support the delivery of the exhibition programme logistically, coordinating assigned project elements e.g. transport, insurance, schedules of work, technical requirements, staffing provision etc working directly with external organisations and internal team members.
4. Support the delivery of programme and projects by preparing documentation such as contracts, artist agreements, object and consignment lists, condition checks, financial documentation etc.

5. Ensure all guidelines for exhibitions and events are maintained, communicated and adhered to both museum wide and externally. To assist in the preparation of risk assessments in all aspects of exhibitions, events and projects.
6. Supervise and direct the delivery teams for exhibition installations, events and projects and assist with the hanging of exhibitions and associated duties including routine maintenance and regular cleaning.
7. Create, coordinate and administer programmes, e.g such as film, gallery tours, talks, working cross-departmentally as part of the events team leading on allocated projects, arrange staffing, room bookings, contracts and Box Office returns.
8. Support budget holders with monitoring financial spreadsheets and administering petty cash.
9. Managing the procurement of supplies sourcing quotations when required and monitoring use of resources.
10. Act as a point of contact for general exhibition, event and project enquiries
11. Build and develop good working relationships with external partners, creative practitioners, exhibitors, and museum staff in order to strengthen partnerships and deliver collaborative projects that widen access to the museum and increase access to collections.
12. Support the development of touring exhibitions and working internationally.
13. Monitor visitor numbers, work with marketing team to identify additional avenues for promotion.
14. Effectively evaluate programmes against planned aims and objectives, provide information as requested for internal and external reports.
15. Assist with the production of high quality promotional material for the department, liaising with marketing colleagues, design companies and print companies. Support the marketing team through the drafting of promotional text for publications such as What's On and promotional leaflets, to promote the programme.
16. Support marketing colleagues to ensure that website and social media sites are maintained and kept up-to-date.
17. Always maintain a professional approach and aim to build good relationships with partners and stakeholders.
18. Maintain a good knowledge of exhibitions and events programmes locally and nationally.

19. Work across the service to reduce operational costs and maximise income opportunities
20. Work flexibly across the service to deliver the Trust's Activity Plan. Some evening and weekend work may be required.
21. Ensure all Trust activities are delivered to a high standard by supporting colleagues across the organisation
22. Support the income generation aims of the Trust by being responsive and embracing new ways of working.
23. Contribute to the environmental sustainability actively working to reduce the museum's carbon footprint

**Mandatory for all staff**

Take care of your personal health and safety and that of others and report any health and safety concerns. Ensure proactive compliance with the THMAGT H&S Policies, including risk assessments and implementing safe systems of work.

Staff will be expected to ensure that the approach and ethos outlined in the Tullie House Manifesto are central to all activity

**Please note**

This job description is not exhaustive and amendments and additions may be required in line with future changes in policy, regulation or organisational requirements, it will be reviewed on a regular basis.

**PERSON SPECIFICATION**  
**TULLIE HOUSE MUSEUM & ART GALLERY TRUST**  
**Exhibitions and Events Coordinator**

*All Criteria are essential, unless stated as desirable (D).*

<b>Criteria</b>	<b>Competency</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE Grade C or above in English and Mathematics (or equivalent)</li> <li>• Degree or equivalent in related subject</li> <li>• Post graduate diploma in museum, heritage studies or equivalent (D)</li> </ul>
<b>Experience, Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• Experience of project planning or assisting with the development and implementation of an exhibition programme in a museum, heritage or art gallery environment</li> <li>• Understanding of issues relating to display of and access to a wide range of collections, e.g. environmental requirements and potential hazards</li> <li>• Experience working in a busy office environment</li> <li>• Experience of planning, supervising and monitoring the work of staff, volunteers and freelancers</li> <li>• Awareness of current trends/issues in exhibitions and events</li> <li>• Knowledge of government indemnity scheme (D)</li> <li>• Knowledge and understanding of best practice within Accredited museums (D)</li> <li>• Experience of monitoring a budget and cash reconciliation</li> <li>• Knowledge and understanding of financial systems including SAGE (D)</li> <li>• Knowledge and understanding of evaluating techniques</li> <li>• Experience of marketing practice and new media including the drafting of press releases and copy</li> <li>• Knowledge of the principles of audience development (D)</li> <li>• Some knowledge of health &amp; safety issues, with an understanding of the importance of ensuring staff and contractors work safely at all times.</li> <li>• Experience of using a museum database (MODES Complete preferred) (D)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to undertake independent research</li> <li>• Ability to act as an advocate for the Museum</li> <li>• Excellent communication skills, including oral, written (presentation desirable) with the ability to communicate at all levels.</li> <li>• Excellent organisational skills - high attention to detail with the ability to produce professional accurate documents.</li> <li>• Flexible/proactive attitude towards performing tasks, problem solving and providing cover for colleagues.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work proactively with a wide range of partners and representatives of other organisations. Demonstrating an ability to build strong, professional relationships and networks and make decisions at the appropriate level.</li> <li>• Proficient in Microsoft Office Word, Outlook, Excel (Powerpoint and Publisher desirable).</li> <li>• Knowledge of digital media and engagement and its application to museums/exhibitions &amp; events. (D)</li> <li>• Ability to manage own workload, completing tasks to deadline with supervision.</li> </ul>
<b>Personal Qualities &amp; Commitment</b>	<ul style="list-style-type: none"> <li>• Able to undertake manual handling tasks and work safely at height with ladders and scaffolding during install and de-install periods.</li> <li>• Positive attitude towards health and safety.</li> <li>• Evidence of a willingness to learn and develop and take on new challenges. Responds positively to feedback, learning from experience and mistakes.</li> <li>• Capable of working effectively whilst under a limited level of pressure</li> <li>• Professional manner and appearance at all times</li> <li>• Works effectively and professionally as part of the team and co-operates with others across the organisation; collaborates and networks externally for specific outcomes and project.</li> <li>• Confident approach as required to work independently with limited supervision and/or as a lone worker.</li> <li>• Able to deal with, and resolve, difficult situations in a calm, tactful</li> </ul>
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Flexible approach to working hours as some weekend, evening and bank holiday work will be required</li> <li>• Full Driving Licence with a willingness to travel</li> <li>• DBS Check</li> </ul>