**Job description**

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| **Job title:** | Exhibitions Project Manager |
| **Department:** | Public Engagement, Curatorial and Collections | **Contract:** | Permanent  |
| **Reporting To:** | CTP Project Manager | **Hours per week:** | 37 |

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| **1. Job purpose**To project manage exhibitions at each YMT site, ensuring all projects are brought in on time, to budget and to the highest possible quality. Manage all aspects of the project including risk, budget, project teams, and coordination of internal and external stakeholders and installation of exhibitions on site.  |

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| **2. Dimensions****Budgets**To manage the following budgets in year, keeping within budget.Exhibition project budgets of up to £150,000**Line Management****Direct Reports:** N/A**Role Impact*** Ensures exhibition projects are delivered on time, to budget and to the highest possible level of quality.
* Develops briefs and follows correct procurement procedure for the appointment of contractors
* Manages project reporting to ensure timely response to risks.
* Ensures strong project team working in the delivery of exhibitions
* Manages exhibition installation and ensures Health and Safety requirements are adhered to
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| **3. Principal accountabilities****Management** * Following the YMT exhibitions project management framework, ensure projects are delivered on time, to budget and to the highest possible standard.
* Working with appropriate stakeholders, produce Project Initiation Documents for future exhibitions to be approved by Public Programme Board.
* Convene, chair and minute regular Project Team meetings, issue papers and ensure meeting minutes are issued within one week of meetings.
* Organise and manage project teams to ensure clear channels of communication are maintained throughout the project, project team members are clear about their area of responsibility and timescale for delivery of specific tasks are met.
* Make key decisions within your delegated authority and undertake necessary negotiations in order to resolve conflicts and issues.
* Manage interdependencies with other projects and with day to day museum operations, defining work scope for internal creative and other teams and ensuring regular input and reporting.
* Liaise with internal stakeholders and project delivery partners, including preparation of presentations and briefings.
* Manage work packages of research, content development and design development and the co-dependency of all related Interpretation, community and learning activity to ensure budgets and timescales align.
* Apply risk management principles to the delivery of the project and maintain risk and issue logs. Report risk and suggest appropriate mitigation to senior managers in a timely manner.
* Ensure exhibition evaluation is planned, delivered and reported on and incorporate evaluation findings in to future exhibition development.
* Support the facilitation of community engagement in the lifecycle of a project, where necessary.

**Budget*** Manage and report on project budgets ensuring cost planning is accurate and budgets are phased appropriately.

 **Procurement*** Develop appropriate, accurate briefs for the procurement and supply of goods and services.
* Follow correct procurement procedure, working closely with the Finance team, to ensure contracts are correctly let and managed and deliver the services required.
* Act as Contract Manager for key service and supply contracts.
* Negotiate appropriate contracts with partners and suppliers.

**Reporting*** Liaise, coordinate, manage, monitor and report on all project activity in line with project deliverables and supporting project activity
* Monitor and review all aspects of project progress and ensure information is up to date and reported against as and when required.

**Site Management*** Act as Site Manager overseeing exhibition installation and de-installation ensuring delivery on time and to budget, coordinating contractors and stakeholders, managing communications around closure and following health and safety best practice.
* Ensure projects that are notifiable follow CDM regulations

**Communication and Development** * Support the preparation of external funding applications and ensure preparations are made for the next phase, should the bid be successful
* To work closely with the Head of Fundraising and Communication to ensure that public communication and PR opportunities are maximised, and staff and internal stakeholders are engaged. Establish effective organisation and communication structures for the delivery of the development phase.

**Other duties*** Other duties may be required from time to time which are consistent with the grading of this post
* To promote and develop equality and diversity in line with YMT Equality Statement.
* Represent YMT to the wider sector and beyond, as and when required.
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| **4. Key performance measures*** Exhibitions are delivered on time, to budget and to a high standard
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| **5. Knowledge, skills, experience and behaviours****Knowledge*** Project Management qualification
* Excellent understanding of exhibition project management processes
* Robust understanding of Collections Management best practice
* Robust understanding of Interpretation development in an exhibition context
* Good working knowledge of the exhibition contractor sector and potential contractors and partners.
* Good understanding of procurement principles and practices in an exhibition and museum context

**Skills*** Strong people management skills and experience leading project teams.
* Excellent negotiation skills
* Ability to broker partnerships
* Excellent financial management skills
* Ability to identify and manage risk appropriately
* IT Skills including competency with Microsoft Office products
* YMT has a strategic commitment to increasing its digital skill base. The post holder should be able to demonstrate competence in one or more of the following areas:
	+ Digital recording – e.g. photography, sound, video
	+ Social networking – e.g. twitter, Facebook

**Experience*** Experience in a management role in the museum, heritage or creative industries
* Experience of project managing exhibition projects and content development
* Experience of managing budgets of up to £150,000
* Experience of working with communities and other visitor stakeholders to shape and deliver projects
* Experience of managing contractors

**Behaviours*** Commitment to Continuous Professional Development for self and others
* Inspiring managers, colleagues and staff to be creative, ambitious and constantly improving, and to empower teams through delegation, support and performance management
* Actively leading and promoting a safe working environment where the health, safety and wellbeing of visitors, staff, volunteers and contractors come first
* Commitment to equality and diversity and an understanding of how this commitment applies to this role.
* Commitment to looking externally at best practice and advocating for YMT
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| **6. Key relationships**Head of Public Engagement, Curatorial and CollectionsIT and Digital Engagement ManagerVolunteer TeamLearning TeamCTP Project TeamFacilities ManagerCuratorial TeamsExternal project teamsHealth and Safety Advisor |

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| **7. Organisation chart** |

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|  | **Signature** | **Date** |
| **Approved by HR:** |  |  |
| **Approved by line manager:** |  |  |
| **Approved by job holder:** |  |  |

**Job Title: Exhibitions Project Manager**

**Terms and conditions of service**

Reporting line

This post reports to the CTP Project Manager

Salary

The salary for the post is YMT Scale SO1 – SO2, SCP 29 - 34 (£28,203 - £32,768 per annum)

Annual leave

The annual leave entitlement is 25 days per annum pro rata, increasing by five days pro rata after five years continuous service with the Trust, plus public holidays.

Pension

The Trust belongs to the Local Government Pension Scheme and all new employees are enrolled. It is possible to opt out of the pension using forms available at [www.nypf.org.uk](http://www.nypf.org.uk).

Hours of work

The hours of work are 37 per week, Monday to Friday, although some flexibility is required.

Period of notice

The period of written notice required for you to terminate this post is 2 months. The Trust will give you 2 months’ notice.

Health

Prospective employees must be cleared by the Occupational Health Service as medically fit for employment by the Trust.

Probationary period

Appointments are subject to the successful completion of a six-month probationary period.