

Job description

Job title:	Exhibitions & Interpretation Manager		
Department:	Public Engagement, Curatorial and Collections	Contract:	Permanent
Reporting To:	Head of Content and Public Engagement	Hours per week:	37

1. Job purpose

To project manage the interpretation, design development and delivery of 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.

To advocate for creative and interpretive audience foci for exhibitions.

2. Dimensions

Budgets

Exhibition project budgets of up to £150,000 per annum.

Line Management

Direct Reports:

N/A

Role Impact

- Ensures exhibition projects are delivered on time and to budget.
- 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
- Ensures project initiation processes are adhered to and delivered against

3. Principal accountabilities

Core Responsibilities

- Manage the exhibition budget and cost plan
- Draft, disseminate and manage the overall exhibition schedule, exhibition (de)-installation schedules, liaising with other departments and external colleagues as necessary and monitoring progress throughout each project
- Manage the interpretation process including external interpretation writers/editors as necessary

- Work collaboratively with Curators to develop creative audience focussed exhibition schemes
- Directly negotiate exhibition contracts with other venues for partnership exhibitions
Manage exhibition project teams and project meetings
- Manage all aspects of procurement throughout the exhibition development and de-install
- Oversee the design process to ensure high quality, appropriate design throughout and that content is coherent.

4. Key performance measures

- Exhibitions are delivered on time, to budget and to a high standard
- Target audiences are highly engaged with exhibitions
- All exhibitions are delivered in accordance to their project initiation document

5. Knowledge, skills, experience and behaviours

Knowledge

- Project Management qualification or equivalent experience of managing all aspects of complex projects
- Excellent understanding of exhibition project management processes
- Excellent understanding of audience focussed interpretation practices
- Robust understanding of Collections Management best practice
- Good working knowledge of the exhibition contractor sector

Skills

- Strong people management skills and experience leading project teams.
- Creative thinker and problem solver
- Ability to broker partnerships and deliver projects
- 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 delivering audience focussed interpretation projects
- Experience of managing budgets of up to £150,000

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

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- Commitment to equality and diversity and an understanding of how this commitment applies to this role.
- Commitment to environmentally sustainable practice in the development and delivery of exhibitions.

6. Key relationships

Head of Content and Public Engagement
 IT and Digital Engagement Manager
 Volunteer Team
 Learning Team
 Facilities Manager
 Curatorial Teams
 External project teams
 Health and Safety Advisor

7. Organisation chart

