Dear Applicant,

Thank you for your interest in this post.

We wish to appoint an Exhibitions Programme Manager (EPM) to support our ambitious exhibitions programme over the period November 2020 to June 2022.

This post will enable us to deliver and maximise the potential of our 2021 & 2022 high profile summer exhibitions and put in place a programme for 2023 to bring more regionally and nationally significant exhibitions to Alnwick, giving local people from our extremely rural setting the opportunity to engage with the arts and heritage and to access cultural opportunities that are normally out of reach.

The EPM will work with our volunteers to plan, develop, and deliver our major summer exhibitions. The EPM will be supported by the Museum Coordinator and the Marketing Consultant.

The new EPM will report directly to the Exhibitions and Marketing Committee and the Operational Services Group (OSG) and provide reports for the Trustees and funders as required. Their contract will be managed by the Company Secretary.

The post will be a freelance consultancy **working flexibly** over a 20-month period to deliver the programme below. It is anticipated that the post will start on 1 November 2020 and run to June 2022.

The fee will cover approximately 32 days **up to** £300 per day, depending on experience and to include all travel and other costs.

Interviews will be held week commencing 18October 2020.

Please apply via CV and Letter of Application which should not exceed 2 pages. Your letter of Application should show how you meet the stated criteria in the role specification demonstrating how you meet the essential and desirable criteria giving examples where appropriate; please also state your daily fee including expenses.

If you would like to discuss any aspect of this post, please contact Harry Henderson on 01665 602099 or email harry.henderson@bailiffgatemuseum.co.uk to arrange a telephone conversation**.**

Yours faithfully,

Louise Dawson

Company Secretary