

## Exhibitions Programme Manager - Role Description

### Role

This appointment is for a new project to deliver an element of the Garfield Weston Foundation funded project on behalf of Bailiffgate Museum & Gallery.

This is an exciting opportunity to work with a forward thinking and innovative museum team. The successful applicant will be a charismatic, dynamic person with excellent communication skills who can work with our existing team of volunteers and inspire new volunteers to work with the museum.

We are now looking for a dynamic individual to join the team as an Exhibitions Programme Manager (EPM), overseeing the management of a range of different displays / exhibitions within the programme. The post-holder will manage the process from instigation, through to design, build, installation, post-opening maintenance and taking down each exhibition. The role will take responsibility for the overall delivery of projects and is expected to develop strong working relationships as well as working closely with colleagues from across Bailiffgate Museum & Gallery to ensure exhibitions deliver high quality, contemporary, and engaging content. The post holder will work with our volunteers to plan, develop, and mount our major summer exhibitions. The EPM will be supported by the Museum Coordinator and the Marketing Consultant.

### Report to

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.

### Role responsibilities

The post holder will

1. Work with volunteers, both as individuals and in teams, to plan and deliver the exhibition programme, and related activities. To market each event, balancing projects simultaneously, delivering within time and budget and to agreed standards of quality. Chart the progress of each display project, including content development, schedule of works, budget spend and risk and issues logs.
2. Work with artists, exhibitors, museums, galleries to develop and deliver our programme ensuring development is progressed to schedule and that key issues are proactively addressed throughout the project

3. Develop cost effective activities to enrich the exhibition programme
4. Develop new and exciting partnerships for Bailiffgate attending relevant internal and external meetings when required and overseeing the work of external contractors and consultants as appropriate
5. Contribute to the existing marketing strategy for exhibitions based on targets set by trustees
6. Monitor and evaluate the success of the programme and ensuring lessons learned are shared with colleagues and fed into new projects and provide reports to trustees, OSG, and funders

### **Our Programme September 2020 – March 2023**

The Exhibitions Programme Manager post will start in November 2020 and run to June 2022.

Following the closure due to COVID 19 our exhibition programme will now work on the plan below. Our Vikings: Fact & Fiction exhibition in collaboration with JORVIK will now take place in 2021.

#### **April 2020 - March 2021**

9 September – 1 November 2020: Helen Poremba, Textile Artist

4 November 2020 – 31 January 2021: Fusion Contemporary Textile Art Collective

2 February – 28 March 2021 TBC: Jo Hume, Artist, and the Felton Art Group

#### **April 2021 – March 2022**

30 March to 16 May 2021 TBC Geology North, Art and Geology- Ian Patience

22 May – 3 October 2021: Vikings: Fact and Fiction with JORVIK (dates confirmed)

5 October – December? Angela Mavin and Marion Hinchley – Two Women One Story Traditional Art/ Craft exhibition TBA

Full programme to March 2022 to be planned by March 2021.

#### **April 2022 – March 2023**

Summer 2022 April to early September 'A Day at the Seaside'.

'Our Year of the Local Artist' programme will not only share local culture, heritage and traditions but also raise our profile as one of the best arts venues in north Northumberland.

We would like to procure a freelance Exhibitions Programme Manager (EPM) to help us develop our ideas and secure new opportunities. This will include establishing partnerships with regional museums for exhibition loans, producing regional marketing materials to raise our profile and developing a new programme of events and activities to support the exhibitions. The EPM will ensure we continue to meet the criteria for Ready to Borrow. Above all, our goal is to bring more than 10,000 visitors p.a. through our doors to see our exciting exhibitions.

During the 20 months in post, we would also like the new EPM to help us to put in place an exhibitions programme for 2022 - 2023: a spectacular celebration of everything that Bailiffgate is about to commemorate our 20th anniversary year. This must include a spectacular summer exhibition which will be called 'A Day at the Seaside' and will be supported by items from our own collection.

The EPM will also put an outline in place for an exhibitions programme for 2023 - 2024.

The postholder will

1. Work with volunteers, both as individuals and in teams, to plan and deliver the exhibition programme, and related activities and marketing
2. Work with artists, exhibitors, museums and galleries to develop and deliver our programmes
3. Develop cost effective activities to enrich the exhibition programme
4. Develop new and exciting partnerships for Bailiffgate
5. Contribute to the existing marketing strategy for exhibitions based on targets set by trustees
6. Monitor and evaluate the success of the programme and provide reports to trustees and funders where appropriate.

### **Key performance milestones**

We would want the EPM to be aware of the following performance milestones:

- An agreed plan for 2021 - 2022 to be finalised by Jan 2021
- An agreed Exhibition plan for 2022 - 2023 by May 2021
- An agreed Exhibition plan in outline for 2023 – 2024 by Sept 2021
- All exhibition plans linked in with Bailiffgate's marketing plan by the same dates.

### **Role details**

**Office:** Mainly home working and Bailiffgate Museum & Gallery Alnwick

**Responsible to:** Directly to the Exhibitions and Marketing Committee. Contract managed by Company secretary

**Relationships:** Museum visitors, partner organisations, volunteers, trustees, consultants/freelance staff

**No of days:** approx.32 days up to £300 per day, depending on experience to include all travel and other costs

**Hours:** Working days will be flexible in line with the needs of the business and access to volunteers would normally be in work hours

**Training:** Induction into Bailiffgate Museum & Gallery will be provided

**Start/end date:** November 2020 to June 2022.

### **Personal attributes**

Above all we are looking for an enthusiastic, approachable, professional, and highly organised person to fulfil this role. The successful applicant will have experience of organising successful exhibitions and also experience of the museum and gallery sector. They will be a good team worker, self-motivated and ambitious.

## Exhibitions Programme Manager - Role Specification

Attribute	Essential	Desirable	How is it assessed?
<b>Education and Qualifications</b>			
Educated to degree level or equivalent experience. Computer literate – particularly using MS Word, MS Excel, email, social media, internet		✓	Letter of Application Interview
<b>Skills</b>			
A creative mind, with a proven track record of managing a variety of exhibitions, able to facilitate the development of high quality concepts, dealing with a wide group of stakeholders, ensuring seamless translation into delivery	✓		Letter of Application Interview
Confident individual, with proven management skills gained from practical experience of managing, high quality exhibition projects within a museum environment, or similar.		✓	Letter of Application Interview
A good understanding of the technical aspects of the role, such as object handling and display specifications, visitor flow in public areas, design of multi use public spaces, production techniques and contract management.		✓	Letter of Application Interview
Comprehensive experience of managing and negotiating with external contractors such as designers and display fabricators.	✓		Letter of Application Interview
Excellent interpersonal, written and oral communication skills with the ability to foster internal and external relationships and to handle any potentially controversial subject matter in a sensitive manner.	✓		Letter of Application Interview
Previous success in delivering outcomes to time and a high quality, reflecting a good understanding of the museum challenges and needs.	✓		Letter of Application Interview

A confident manager and team player who strives on solving problems and motivating a multi-disciplinary team throughout the project development and delivery stages	✓		Letter of Application Interview
Understanding of current museum practice and successful work with museum volunteers, innovation, useful networks which will contribute to this project	✓		Letter of Application Interview
A professional, sensitive and adaptable approach to managing change within the context of a cultural institution.	✓		Letter of Application Interview
A good understanding of content development, visitor engagement and how this translates into contemporary, high quality exhibition design and delivery.	✓		Letter of Application Interview
Experience of using and maintaining risk management tools such as risk assessments and risk registers for exhibitions.		✓	Letter of Application Interview
Understanding of the challenges facing a small, independent, volunteer-led Museum	✓		Letter of Application Interview
An interest in or experience of Bailiffgate Museum & Gallery subject areas		✓	Letter of Application Interview
Experience of commissioning and delivering digital media		✓	Letter of Application Interview
A good working knowledge of statutory requirements and issues relating to exhibition development (e.g. OJEU, CDM, DDA, WEEE regulations, health & safety, procurement and FOIA, etc.)	✓		Letter of Application Interview




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**Garfield Weston**  
FOUNDATION