

# MUSEUM OF THE HOME

## Job Description

Job title: Exhibitions and Projects Manager  
Salary range: £32,000 per year, full time  
Reporting line: Director: Creative Programmes and Collections

## Job Purpose

The Exhibitions and Projects Manager is a vital role in the Creative Programming and Collections team, the role will successfully realise exhibitions, displays, and projects to open up the museum's collections to a wide range of audiences. They will act as an internal expert in the area of interpretation, contracting, insurance and transportation and will ensure legal compliance and implementation of best practice.

A key piece of delivery is the Real Rooms project, a gallery redevelopment project redisplaying the Museum's period rooms. This role will manage the development and delivery of the project.

This is a dynamic role which involves working across the Museum and beyond to communicate collections, programming and exhibition content.

## Main Responsibilities

- Support the strategic development of the Exhibitions programme, including building relationships with institutions and museums.
- Project Manage the Real Rooms redisplay
- Deliver the Museum's annual Winter Festival with support from the Creative Programming team
- Manage content development and creative practice of exhibitions and projects
- Source loans, write and edit text and other forms of interpretation, source images and copyright for graphics and other interpretative material such as replicas and props
- Conduct research and consultation with audiences
- Lead on implementing best practice and cost-effective working practices for exhibitions
- Hold an overview of the logistical planning, loan negotiation and object care of exhibitions at the Museum
- Working with the Curator to develop and update gallery content
- Act as lead contact for planning exhibitions with partner venues
- Oversee planning and arrangements for installation and de-installation of exhibitions
- Keep up to date with exhibition best practice
- Develop, maintain and administer project budgets
- Review internal procedures and systems to ensure that they are maintained and fit for purpose
- Maintain interactives and AV equipment in exhibitions and permanent galleries
- Manage ongoing development and performance of Collections Manager

The above list is not exclusive or exhaustive and the job holder may be required to undertake such other duties as may reasonably be required.

## **Key Performance Indicators**

- Delivery of Real Rooms project on budget and to schedule
- Profitability of exhibitions
- Self-generated income targets
- Visitor experience satisfaction results
- Attendance of exhibitions
- Meeting deadlines
- Providing timely and accurate information
- Meeting schedules and budgets
- Success of individual projects within overall planned collections/learning programme

## **Skills/Knowledge/Personal Attributes:**

### Essential:

- Collections, exhibitions and interpretation knowledge
- Creative, developing content that is engaging and innovative
- Budget management skills
- Project management skills
- Administrative skills
- Organisational skills
- Knowledge of collections management
- Self-starter
- Communication skills including delivering talks, tours, lectures, and media interview etc.

### Desirable:

- Negotiating skills
- Able to lead a team in a matrix environment

Our values at the Museum of the Home – how they are represented by this role:

- Collaborative – working across the Museum to deliver engaging projects
- Agile – adapting content based on evaluation and audience research
- Risk-taking – push programming to ensure the Museum is at the centre of debates around home
- Eco active – ensure exhibitions follow the Museum's sustainability guidelines
- Inclusive/diverse – create content that is representative of local communities

## **Experience:**

### Essential

- 3 years' experience working in a Curatorial team
- Managing projects
- Experience delivering or working on exhibitions
- Expertise in the history of the home

### Desirable

- Highly developed communication skills
- Experience of working in a participatory way
- Ability to write interesting, clear text to industry standards

**Other requirements:**

Flexibility to work evenings/weekends, and some lone working.

Working in the galleries at least one shift per month as part of our Visitor First scheme