

NEWHAM COLLEGE LONDON

Job Description:

Job Title	Exhibitions and Touring Manager
Department	Fashion and Textile Museum
Grade	6
Reports to	Head of Exhibitions
Contract	Maternity cover (9 -12 months)
Location	Fashion and Textile Museum

Our Vision & Values

“To develop the skills, confidence and qualifications for local people to lead rich lives and build great careers.”

College Values

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- A** **Ambitious** – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.
 - S** **Successful** – We build resilience and determination to achieve great results, celebrating individual and collective success.
 - P** **Professional** – We foster high levels of professional standards, with an emphasis on integrity and accountability.
 - I** **Innovative** – We strive to be at the forefront of innovation for education, skills and employment.
 - R** **Respectful** – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.
 - E** **Engaging** – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

Equality of Opportunity

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

Safeguarding of Children and Vulnerable Adults

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. In addition, they will also state that the College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. All posts in the College are subject to an Enhanced DBS check and Barred List check.

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Job Purpose

The purpose of the post is to project manage and deliver the Fashion and Textile Museum's exhibitions programme under the direction of the Head of Exhibitions. This post also supports the Head of Exhibitions in delivering an exciting and engaging exhibitions programme at the Fashion and Textile Museum and on tour.

The post holder will project manage exhibitions from concept stage to delivery, working with the appointed exhibition designer and managing and liaising with external contractors, freelancers, the Collections and Conservation Coordinator and exhibitions partners to ensure the smooth delivery of exhibitions within agreed budgets both at the Fashion and Textile Museum and during the delivery of international exhibition tours.

As part of a small team, this post supports the Museum's commercial and fundraising priorities and the Operation Team in the day to day running of the Museum.

Duties and Responsibilities:

The Museum currently operates over a 5-day week and is open to the public Tuesday to Saturday 11am-6pm during exhibitions. The Museum is also available for events, meetings, courses, and other activities.

It is envisaged the post holder will work the equivalent of 5 days per week Monday to Friday, but the demands of the museum diary will require flexibility to ensure design/installation deadlines are met, including working evenings, weekends and bank holidays as required.

Exhibitions Management:

- Manage the delivery of the Fashion and Textile Museum exhibitions within budget.
- Work with the Head of Exhibitions and nominated freelance Exhibition Designer to manage delivery of agreed exhibition design.
- Manage exhibition budgets including forecast, preparing estimated budgets, managing exhibition expenditure and meeting targets, and work with Newham College finance department in issuing invoices, tracking payment and ensuring correct budget allocation.
- Manage the installation of exhibitions and displays; working with external partners, contractors, freelancers including exhibition designers, graphic designers, couriers, transport companies and logistics.
- Tender exhibitions build and installation and manage the appointed contractor within budget.
- Manage and organise loans from external partners for exhibitions including, administration, transport and storage.

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- Support the Collections and Conservation Coordinator with the care of object loans from external partners, liaising on conservation and condition report requirements in regards to installation and de-installation schedules.
- Create, maintain and update exhibition object lists.
- Assist the HoE with interpretation texts and captions for exhibitions adhering to house style.
- Manage with the HoE the commissioning and realisation of graphics for the exhibitions.
- Work with the operations team in producing general graphics for the Museum.
- Lead exhibition content production and installation in the museum, including video and graphics.
- Sourcing and ordering exhibition materials and props.
- Create and manage detailed exhibition schedules coordinating the different teams and external partners.
- Coordinate with the Collections and Conservation Coordinator for regular checks and upkeep of the objects on display and the gallery spaces once exhibition and displays are installed.
- Produce internal communications for the exhibition programme, presenting the exhibitions programme, writing agendas and minutes of key meetings.
- Participate in the administration, appraisal and selection of exhibition proposals, including responding to exhibition proposal enquiries.
- Liaise with the Conservation and Collections Coordinator to ensure the appropriate storage of exhibition objects and props on and off-site, recording the location and movement of all items.
- Observe all health and safety regulations and requirements relating to the duties of the post and in accordance with health and safety legislation.

Exhibitions Touring Management:

- Collaborate with the Exhibitions Team and Head of Commercial and Operations to plan the Museum's touring schedule to meet income target.
- Create and maintain Fashion and Textile Museum touring marketing packages for each touring exhibition.
- Research potential touring venues and manage touring enquires.
- Market and present touring exhibitions marketing packages to possible venues and at conferences such as Muscon and TEG.
- Adapt exhibition materials for tour, creating tour packages to include object, packing and crate lists; exhibition design and floor plans; condition reports, graphic and text packages, photographs and any other elements relevant to the exhibition.
- Track all changes including new loans and additions or loans returned to lenders during the tour.
- Supervise with HoE that new touring exhibition layouts and designs are in accordance with the original exhibition.
- Maintain accurate records of costs, keeping within set expenditure budget.
- Support the HoE and HoC&O in handling the negotiation and agreements with tour venues ensuring all contractual requirements are met by all parties.

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- Organise packing and transport for outgoing and incoming exhibitions dealing with fine art shippers, transport companies and customs.
- Collaborate with the Collections and Conservation Coordinator that condition reports of garments and other display items are ready before and after being sent on tour.
- Ensure the relevant insurance is in place for outgoing and incoming exhibits.
- Travel to touring venues with the exhibition team to oversee condition reporting, installation and de-installation of exhibition objects as required.
- Work with Communications, Marketing and Press Officer to ensure website touring pages are up to date.
- Coordinate storage of touring exhibitions at external and internal sites while not on tour With the Collections and Conservation Coordinator.

Other Duties:

- Undertake security checks and opening and unlocking the building when required.
- Undertake any other duties as required, consistent with the demands of the Museum and the level of the post.
- Support College initiatives and aspirations to achieve Net Zero carbon.

Person specification:

We are looking for a creative, experienced individual confident in project managing an exhibition programme both in the Museum and on tour internationally. The successful candidate will be able to work with the Museum team in exhibitions and in operations, liaise with exhibition partners and contractors, and work with host venues to deliver touring exhibitions.

	Essential Criteria	Desirable Criteria
Qualification	Degree / qualification in a relevant discipline or demonstrably equivalent level of academic skills and/or work experience. GCSEs at A*- C including English and Maths or equivalent qualifications.	Degree / qualification in museum studies or exhibition/project management.
Experience and Knowledge	Exhibition management experience or relevant work experience in project management, exhibition development	Experience with international art shipping, touring exhibitions, insurance and contracts.

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	<p>and delivery, working with contractors and third-party providers such as guest curators and private lenders within a gallery or museum environment.</p> <p>Experience of contracting exhibition, suppliers, set builders and transportation assessing tenders and working to strict guidelines and criteria.</p>	<p>Knowledge of art, history, fashion and textiles or other heritage/museum subjects.</p> <p>Experience of working as part of a multidisciplinary team.</p>
Skills	<p>Computer Skills: Microsoft Office especially Excel, Word and Outlook.</p> <p>Adobe Creative Suite, in particular developed skills in using Photoshop and InDesign, and Acrobat.</p> <p>Excellent organisational and time-keeping skills and ability to respond calmly and quickly under pressure.</p> <p>Ability to prioritise own and others tasks and work to deadlines.</p>	<p>Intermediate skills in Adobe Creative Suite in particular Photoshop, InDesign, Acrobat, and an understanding of using Adobe Premier and Adobe Illustrator.</p> <p>Technical drawing skills and ability to use 3D computer-based design programs such as SketchUp/AutoCAD and think three dimensionally.</p> <p>Understanding of collection requirements relating to care</p>
Safeguarding Children, Young People and Vulnerable Adults	<p>Fully understands their role in the context of safeguarding children, young people and vulnerable adults.</p>	
Equal Opportunities	<p>An understanding of Equal Opportunities, Equality and Diversity.</p>	