

## Senior exhibitions project manager

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**Reports to:** head of exhibitions  
**Department:** exhibitions  
**Contract:** permanent

### Overview

In November 2016, the Design Museum opened its doors to its spectacular new home in Kensington. The museum's temporary exhibitions programme is the central focus of its activities with an influential and engaging programme of paid-for temporary exhibitions alongside its free permanent display. The exhibitions include monographs and thematic exhibitions on every aspect of contemporary design and architecture.

The Senior Exhibitions Project Manager will manage large and complex exhibitions at the museum, ensuring projects are successfully delivered to museum standards, on time and to budget and working closely with a wide range of stakeholders across the organisation and externally. As a senior manager, the post holder will line manage and mentor two Exhibitions Project Managers, providing operational support within the Exhibitions department on best practice in project and loan management as well as access and interpretation, ensuring departmental compliance with all museum policies and procedures.

This role will suit an individual with significant project management experience gained through coordinating and delivering complex museum exhibitions, and with a proven track record of working with design teams and contractors to bring a display to life. Contract negotiation and relationship management experience are essential. The role will require a high level of initiative, excellent problem-solving and decision-making skills, the ability to offer advice or guidance as appropriate as well as an understanding of resource allocation, scheduling and financial management.

### Job description

#### Exhibition planning and delivery

- Working with the museum's Curators, as well as other internal and external partners, take the lead on all aspects of the delivery of specific exhibitions within the programme.
- Draft and manage the exhibition schedule, monitoring progress throughout each project and taking into account workloads and potential clashes.
- Manage external relationships with freelancers, designers and exhibition partners, drafting, negotiating and managing contracts as appropriate.
- Identify, monitor and mitigate risks, setting up the project risk log.
- Act as the main internal point of contact for exhibitions, ensuring that project information is gathered and communicated according to agreed guidelines and schedules, working other departments as appropriate.
- Chair internal project team meetings and ensure that action points are met and exhibitions progress according to the timeline and budget.

### Finance and Procurement

- Manage exhibition project budgets, maintaining meticulous budget records and reforecasting with the Finance Department as required.
- Procure and appoint transport, build and design production tenders.
- Procure services of external conservators, mount-makers and framers as required and manage whilst on site.

#### **Touring**

- Throughout the development of exhibitions, be mindful of their touring potential. Wherever appropriate, incorporate touring exhibition requirements into contracts.
- Work closely with the Touring team to ensure that exhibition documentation is prepared for touring purposes.
- Project manage touring exhibitions as necessary.

#### **Management and leadership**

- Lead and motivate the Exhibitions Project Managers to deliver high quality exhibitions on time and within budget. Lead by example to demonstrate and embed the museum's values within the team and the wider museum.
- Provide day to day advice and support to all members of the Exhibitions team, advising on contract negotiations, loan management, insurance and Government Indemnity, tender processes, budget management and risk.
- Assist the Head of Exhibitions to draft Exhibition budgets and maintain an overview of budgets managed by Exhibition Project Managers.
- Draft, monitor and manage the General Exhibitions departmental budget.
- Oversee departmental compliance with Museum policies and procedures, GIS requirements, Health and Safety etc.
- In discussion with the Head of Exhibitions, identify and implement training within the department; devise and deliver in-house training.
- Deputise for the Head of Exhibitions as required.

#### **Access, health and safety, interpretation and evaluation**

- Work with Curators and Project Managers to ensure an Interpretation Plan is drawn up for every exhibition.
- Attend Access Group meetings and ensure all exhibitions rigorously conform to the museum's Access policies, striving to create a barrier-free environment.
- Ensure that all exhibitions and gallery facilities conform to the Museum's Health and Safety policy.
- Ensure that every exhibition is subject to internal review and de-brief, that feedback is documented and where necessary, acted upon.

#### **Person specification**

##### **Essential:**

##### **Knowledge and experience**

- Extensive experience of managing complex exhibition projects in the museum and gallery sector, from concept to completion.

- Thorough and demonstrable knowledge of museum practice related to object management, loan negotiation and procurement, government indemnity applications, commercial insurance and co-ordination of transport for museum loans.
- Knowledge and experience of government standards and regulations including but not limited to UK temporary import and export requirements, Known Consignor regulations and British Government Indemnity.
- Experience of external relationship management, drafting and negotiating complex partner agreements.
- Experience of tendering processes, and the ability to negotiate contracts with external contractors and service providers.
- Experience of line-managing staff and the ability to lead and manage teams.
- Highly computer literate and experienced with a range of commonly used office software.
- Highly numerate with experience of setting up and managing complex budgets.

#### **Skills and abilities**

- Significant and demonstrable project management skills including scheduling, deadline management, budget and risk management.
- Ability to maintain a flexible approach when working under pressure and to manage several projects concurrently.
- Exceptional skills in organisation, time-management, prioritisation and problem-solving.
- Able to communicate clearly and effectively with a range of colleagues, including internal and external colleagues and contractors.
- Excellent and experienced negotiator, employing high level of diplomacy when needed.
- Able to work collaboratively in order to achieve results.

#### **Desirable:**

- Knowledge of museum interpretation strategies and access policies.
- Experience of touring exhibitions internationally.
- A degree in history of art, design or museum studies.
- Language skills.

#### **About the Design Museum**

The Design Museum is building the world's leading museum devoted to contemporary design in every form from furniture to graphics, and architecture to industrial design. For the Design Museum, design is a continually evolving subject which it explores through its exhibitions programme, permanent collection, learning and research activities. It is a way to understand the world and how you can change it. The museum's mission is to create the most engaging, exciting and inspiring design museum in the world.

Thirty-five years ago, Terence Conran established the forerunner of the Design Museum, the Boilerhouse, in the basement of the Victoria and Albert Museum (V&A) in London. As planned, the Boilerhouse quickly outgrew the V&A and in 1989 it moved on to become the Design Museum, in an architecturally striking transformation of a Thameside warehouse near Tower Bridge. Since then it has emerged as an institution with international status and significance, playing an important role in putting design and architecture on the cultural agenda.

The museum recently relocated from its home in Shad Thames to the landmark 1960s building in Kensington, West London. Leading designer John Pawson converted the interior of the building creating the museum's new home, giving it three times more space in which to show a wider range of exhibitions, showcase its world class collection and extend its learning programmes.

#### **Terms and conditions**

**Salary: up to £32,000 per annum, depending on experience**

**Annual leave: 25 days per annum**

**Hours: full-time, 40 hours per week**

**Job share/part-time/flexible working arrangements will be considered.**

The museum offers many other benefits including access to a defined contribution pension scheme, season ticket loan, childcare voucher scheme, cycle to work scheme, free entry for friends and family to the museum, a variety of staff discounts including the museum shop and restaurant and free entry to a wide number of galleries and museums in London.

To apply please email a covering letter which addresses the criteria as set out in the person specification, CV and applicant information form to [applications@designmuseum.org](mailto:applications@designmuseum.org).

**Please quote Job Ref: SeniorExhibsPM/2017 in email subject header**

**Closing date for applications: 18 September 2017, 9.00am**

**Interviews: 25 and 28 September 2017.**

Due to the high volume of applications the museum receives we are unable to provide a response to applications on an individual basis. If you do not receive a response from us within two weeks of the closing date then you can assume that you have not been successful on this occasion.

The Design Museum is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.