

Exhibitions co-ordinator

Reports to: exhibitions project manager

Department: exhibitions

Contract: 23 month fixed-term contract

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. An opportunity has arisen to join the museum, helping us to deliver this exciting programme of exhibitions.

The Exhibitions Coordinator works within the Exhibitions team, and reports to the Exhibitions Project Manager. The role involves a broad range of responsibilities, from administrative tasks to working on site assisting with exhibition installations. The post holder will support the majority of exhibitions and displays in the programme, working across different project management teams. There will also be an opportunity to work on exhibition tours, liaising with venues and planning transport and design adaptation as well as overseeing exhibition installations and de-rigs at tour venues - this will include the need to travel and some evening and weekend work.

This role will suit an individual with notable administrative skills, gained through working in a museum or gallery environment, and ideally with experience of museum practices relating to the transport, handling and installation of objects. The post holder will need strong organisational skills, great time management, and the ability to adapt to a wide variety of challenges.

Job description

Administration and budgets

- Manage exhibition files.
- Maintain exhibition object lists/database.
- Manage and maintain all loan documentation, including liaison with lenders, sending out loan requests and Loan Agreement forms and issuing insurance/Government Indemnity certificates.
- From time to time, lead on the planning, installation and maintenance of smaller museum displays.
- Set up and minute project team meetings (PTMs are attended by representatives of the different departments within the Museum).
- Minute design meetings (with the 2D and 3D designers appointed to exhibitions).
- Raise the majority of purchase orders and expense claims for exhibitions.
- Assist in reconciling the budgets of exhibitions with monthly reports from the finance department.

- Ensuring good internal communication, liaising with other museum departments as required
- Work with and support volunteers to ensure their full integration into the museum.

Transport, installation and interpretation

- Obtain transport quotes, and liaise with lenders and transport companies to co-ordinate the delivery of exhibits to and from the Museum and to touring venues.
- Maintain customs paperwork.
- Manage condition reporting, producing report forms for conservators to complete.
- Assist with the sourcing of materials and equipment such as AV, lighting, props etc.
- Co-ordinate proofing and editing stages for exhibition interpretation.
- Assist during the installation of exhibitions, including liaising with technicians, conservators and couriers, and supporting Exhibition Manager to oversee packing and unpacking.
- Manage the de-installation of exhibitions.
- Courier exhibitions on tour and oversee installations at tour venues

Knowledge and experience

Essential

- Experience in a museum or gallery environment, working on the practical realisation of exhibitions.
- Organisational, time management and prioritisation skills, with the ability to maintain a flexible approach when working under pressure.
- Good numeracy, literacy and administrative skills, including understanding of financial procedures and budget management
- Proficiency in a range of commonly used office software, notably MS Word, Excel and Outlook.
- Interpersonal and communication skills - working collaboratively in teams with colleagues at all levels across an organisation and with external stakeholders.
- Problem solving and positive attitude.

Desirable

- Knowledge of museum practice related to object management, condition reporting, loans and transport.
- A degree in history of art, design or museum studies.
- Knowledge of editorial and proofing processes.

Terms and conditions

Salary: £21,000 per annum

Holidays: 25 days per annum

Hours: full-time, 40 hours/5 days per week

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.

Application process

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.

Please quote job ref: ExhCoor/2018 in the email subject header

Closing date for applications: Monday 19 March 2018, 9.00am

Interviews: Monday 26 March 2018

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.

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.

Our mission, vision and values

Our vision

the
DESIGN
MUSEUM

We want everyone to understand the value of design

Our mission

To create the most inspiring, exciting and engaging Design Museum in the world

Our values

- **Welcoming** everyone to the museum and making them feel it's a place for them
- **Collaborative** engaging with many partners to bring our vision to life
- **Enterprising** working hard to make the museum a financial success and build a strong commercial reputation
- **Provocative** challenging people to look and think afresh about design

designmuseum.org