

exhibitions co-ordinator

Reports to: Senior Touring Manager

Department: Exhibitions

Contract: Fixed-term contract, 23 months

Overview

The Design Museum is looking for a self-motivated Exhibitions Co-ordinator to help deliver its exciting programme of in-house and touring shows. The successful candidate will support the delivery of many of the exhibitions and displays in the programme, working across different project management teams. They will work on exhibition tours, liaising with venues, planning transportation logistics, design adaptations and overseeing exhibition installations and de-rigs at host venues.

This role will suit an individual with exceptional 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. An excellent communicator and problem solver, the post holder will need strong organisational skills, great time management, and the ability to adapt to a wide variety of challenges.

Job scope

The Exhibitions Coordinator works within the Exhibitions team, and reports to the Senior Touring Manager. The role involves a broad range of responsibilities, from administrative tasks to working on site supporting exhibition installations at the museum and, as required, at tour venues.

Job description

Exhibitions administration

- Manage exhibition and touring files and documentation such as object and packing lists.
- Manage and maintain all loan documentation, including liaison with lenders, sending out loan requests and Loan Agreement forms
- Assist with the research for potential tour venues keeping meticulous records of approaches and compiling information packs for venues.
- Producing the touring e-bulletin and the maintenance of the touring online presence on the museum website and other platforms.
- Issue insurance/Government Indemnity certificates as required and administer insurance requirements across Kensington and touring exhibitions.
- Raise purchase orders, expense claims and assist with budget management for Kensington and touring exhibitions.
- On occasion lead on the planning, installation and maintenance of smaller museum displays.
- Maintain databases such as CRM and MuseumPlus.
- Set up and minute key project and design meetings.

- Assist with the coordination of adapting an exhibition for tour, e.g. exhibition design.

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.
- Ensure procedures are adhered to for the receipt and dispatch of exhibits.
- Maintain customs paperwork and provide information for customs import and export, ensuring that the museum complies with Government regulations on the use of temporary import facility and export licensing requirements.
- Manage condition reporting procedures.
- 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.
- Act as a museum courier, overseeing installations at tour venues.
- Manage the de-installation of exhibitions.

General

- Rolling 'Department Champion' responsibilities shared with other colleagues such as: Volunteer Champion, Best Museum Practise Champion, Health and Safety Champion.
- Ensure excellent internal and external communication, liaising with other museum departments and external partners as required.
- Work with and support volunteers to ensure their full integration into the museum.

Knowledge and experience

Essential

- Experience in a museum or gallery environment, working on the practical realisation of exhibitions.
- Knowledge of museum practice related to object management, condition reporting, loans and transport.
- 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

- Experience of promotion or marketing.
- A degree in history of art, design or museum studies.
- Knowledge of editorial and proofing processes.
- Experience of coordinating touring exhibitions.
- Knowledge of the international museum sector.

Terms and conditions**Salary: £21,000 per annum****Holidays: 25 days per annum****Hours: full-time, 40 hours/5 days per week****There is some requirement to travel abroad and some evening and weekend work.**

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

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(2)/2018 in the email subject header**Closing date for applications: 23 July, 9.00am****Interviews: 30 July 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 museum pro-actively seeks to collaborate with institutional partners, individuals and networks to realise its commitment to build a culturally diverse workforce. We positively encourage applications from underrepresented groups and consider candidates who are suitably qualified and eligible 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.

In May 2018, the Design Museum was announced as winner of the prestigious European Museum of the Year. Earlier this year, the Design Museum welcomed its one millionth visitor to its new home in Kensington and in its opening year it attracted 780,000 visitors between November 2016 to November 2017. *Ferrari: Under the Skin* became the most attended exhibition in the museum's history with over 100,000 visitors.

Our mission, vision and values

Our vision

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