

Job Description

Job Title	Exhibitions Officer
Grade	Band F
Reporting To	Curator
JD Ref	BUS0155G(B)

Purpose

Support the programming, planning and delivery of Wirral Museums Service's exhibitions programme; to include loaned-in exhibitions and collections displays and support the long-term redevelopment of the permanent collection displays.

The Exhibitions Officer will play a key role in ensuring the smooth running of the exhibitions programme, from concept to delivery, including supporting the long-term redevelopment of the permanent collection displays.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

Team Leadership and Management:

- Disseminate relevant information about exhibitions to Museums Assistants.
- Supervise technicians on all stages of packing, installation and de-installation of exhibitions.
- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Through continuous improvement strengthen the tools, practices and impact of the service.
- Attend exhibition launches and events as required to liaise with artists, partners, and stakeholders.
- Work alongside the Curator and Museums Manager to develop an exhibitions strategy. Leading the monthly exhibitions team meetings and presenting on the up-and-coming programme

Communication, Engagement and Training:

- Liaise with external and internal partners as necessary during all stages of planning, organisation, and delivery of exhibitions, e.g.: artists, contractors, lenders.

- Work alongside the Digital Engagement Officer and Schools Resources Officer to help implement educational and marketing materials and events relating to the exhibitions programme.

Data Analysis and Decision-Making:

- Support the Curator in all aspects of exhibitions programme management. This includes object lists, installation workflows, budget tracking, insurance, transport arrangements, condition checking, documentation, packing and unpacking; with responsibility for decision making over discrete projects.
- Undertake research into Wirral's collections with a view to refreshing permanent displays, developing temporary collections exhibitions, and supporting dissemination of information (including liaising with individual enquirers).
- Undertake manual handling of collection items and loaned works, having a good understanding of best practice collections handling, including recording movements in eHive.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

Other:

- Key holder for the venue.
- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- Relevant degree or equivalent experience.
- *Desirable - Relevant post-graduate or equivalent qualification.*

Knowledge & Skills

- Proven research skills within a museum, gallery, archive or heritage site.
- Understanding of best practice within a stores environment.
- Excellent organisational skills.
- Excellent verbal and written communication skills.
- Track record in delivering dynamic temporary exhibitions.
- *Desirable – Willingness to acquire new skills and knowledge, including knowledge of Wirral Museums' collections.*
- *Desirable - Understanding of issues and topics facing the wider museums & galleries sector.*
- *Desirable - Understanding of Wirral Museums' current and potential role in the local art ecology.*
- *Desirable - Proven ability to write engaging, informative and accessible interpretation.*
- *Desirable - Proven experience of environmental monitoring and meeting the needs of lending organisations.*
- *Desirable - Knowledge of collections management systems (eHive).*



Experience

- Experience of handling a wide range of museum and art objects.
- Experience of exhibitions development.
- Experience of liaising with external contractors.
- Experience of maintaining security within stores and being placed in a position of trust.
- *Desirable - Experience of packing items to museum standards.*
- *Desirable - Experience of developing exhibitions from concept to installation, including implementing necessary processes and procedures to borrow work.*

Additional Information

- Expected to work from a fixed location (subject to change).
- On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Moving or handling heavy loads
- Working at Heights
- Work with VDUs (Video Display Unit) (>5hrs per week)

Approved By: Samantha Howes

Date Of Approval: 5/06/2024

