



Job Description

Job Title	Exhibitions Organiser
Department	Visual Arts
Grade	C
Trent Position number	05B0284/001
Responsible to	Exhibitions Manager

Purpose of Post

Assisting the Exhibitions Manager, and in close collaboration with the Visual Arts' Curatorial and Production teams, the Exhibitions Organiser will make sure meticulous coordination and logistical arrangements are in place for the exhibition programme in our main and curve galleries in London and at partner venues internationally.

The Exhibitions Organiser will support the Exhibitions Manager to communicate with transporters and insurers and ensure best practice in relation to the care of exhibits for Barbican exhibitions in London and at partner venues.

The post holder will be committed to providing the highest level of customer service and will actively seek to promote equality of opportunity in relation to the duties of the post in alignment with the Centre's values.

Main Duties & Responsibilities

Exhibitions and Events

1. Support the co-ordination of exhibitions and liaise with lenders, transport and insurance agencies and others as required, maintaining excellent relations throughout.
2. Assist the Exhibitions Manager and the Curatorial and Production teams to organise exhibition logistics and ensure procedural compliance, best practice and cost efficiency for exhibitions at Barbican and partner venues.
3. Work directly with partner venues and to manage specific partnership projects, in close communication with the Exhibitions Manager and project Curator.
4. Work within all registrarial and exhibition organisation procedures and industry best practice and support the Exhibitions Manager to ensure systems and procedures are fit for purpose.
5. Draft schedules and support the logistical coordination for the planning, installation and take down of exhibitions at the Barbican and at partner venues.

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6. Support all preparations for the installation and take down of exhibitions including liaising with couriers/ lenders to confirm transport and travel arrangements.
7. Collate and maintain exhibition data to support indemnity and insurance applications, transport, display and security requirements, working in liaison with Arts Council England, Corporation of London insurance team, transport agents, lenders, Curatorial and Production teams as necessary.
8. Works with outside organisers of exhibitions when required, on non-Barbican originated projects, ensuring that insurance, transport and display requirements are met.
9. Assist in the preparation of contracts with other institutions / individuals as necessary.
10. Carry out loan administration and the condition checking of works, liaising with museum/gallery couriers as necessary.

Administration

11. Work within set budgets, prepare requisition orders and invoices, maximise income to the Centre, as directed by the Exhibitions Manager.
12. Update and maintain systems for filing and archiving.
13. Undertake administrative and other duties as required.
14. Assist in the line management and recruitment of placement staff as relevant.

General

15. Take reasonable care for your own health and safety, and that of other persons that may be affected within your working environment, in accordance with the Barbican Centre's and Corporation of London's Health and Safety procedures.
16. Implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times mitigate risks to the health and safety of both yourself and others when carrying out duties.
17. Implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
18. Undertake any other duties that may reasonably be requested appropriate to the grade of the post.

Person Specification

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Department	Visual Arts
Grade & Level	C Level: 2

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Technical Skills / Professional Qualifications / Relevant Education & Training

- Degree qualification in a visual arts discipline, or a humanities degree with a demonstrable interest in and knowledge of the visual arts (A)
- Excellent written and verbal communication skills (A) (I) (T)
- Excellent attention to detail (A) (T)
- Ability to multi-task (I)
- Results-oriented, fast and effective working style (I) (T)
- Excellent word processing skills (familiarity with Microsoft Office, including Word, Outlook, Excel) (A)
- Ability to work to tight deadlines and maintain a calm, ordered approach (A) (I)
- Diplomacy, flexibility, ability to get on well with people and have a professional attitude; the ability to work independently and in a team, customer focus (A) (I)
- Willingness and ability to travel (I)

Experience Required

- Experience of working in a major and/ or public gallery or museum assisting with exhibition logistics (A) (I)
- Demonstrable experience of supporting the organisation and coordination of transport and insurance for international loan-based exhibitions (A) (I) (T)
- Demonstrable experience of working with couriers, condition checking and an understanding of care of artworks and artefacts (A) (I)
- Excellent administration skills and a sound knowledge of exhibition coordination and registrarial work (A) (I) (T)
- Experience of working within budgets (A)

Other Relevant Information e.g. working hours

The ability to speak a second European language is desirable



35 hours per week, but some weekend or evening work may be needed

You will need to be able to both work from home and on site as required

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £30,080 - £33,830 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a fixed term basis for a minimum of 6 months with a possible extension of up to 12 months.

Hours of Work

Normal hours of work are 10 am – 6 pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 24 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.



Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.