



# Job Description

<b>Job Title</b>	Exhibitions Manager
<b>Department</b>	Visual Arts
<b>Grade</b>	E
<b>Trent Position Number</b>	{05B0300/002}
<b>Responsible to</b>	Senior Manager
<b>Responsible for</b>	Exhibition Organisers, Exhibition Assistants, Visual Arts Administrator, Freelance/ temporary team members

## Purpose of Post

The Exhibitions Manager is a key role in the Visual Arts team leading on the logistical coordination of Barbican Visual Arts exhibition programme and touring projects, supported by two Exhibition Organiser(s), two Exhibition Assistants and a part time administrator. As a senior team member, the Exhibition Manager will act as an internal expert in the area of contracting, artwork insurance and transportation and will ensure legal compliance and implementation of best practice.

Working with the Head of Visual Arts and Senior Manager, the Exhibitions Manager will drive forward the strategic development of the new partnership programme focused on touring Visual Arts projects to national and international venues.

The Exhibitions Manager will represent and promote the Barbican Visual Arts touring programme by attending and speaking at relevant conferences and developing a network of contacts.

The Exhibitions Manager will manage and develop two Exhibition Organisers, and will lead the extended team of Exhibition Assistants, Administrator and freelance staff engaged to deliver the exhibitions programme.

## Main Duties & Responsibilities

1. Successfully realise exhibitions, typically overseeing the delivery of six to eight projects at any one time for the Barbican Gallery, the Curve, and other venues.
2. Lead on implementing best practice and cost-effective working practices for the visual arts programme. To keep up to date with all registrarial and exhibition organisation best practice and, in consultation with the Senior Manager, review internal procedures and systems to ensure that they are maintained and fit for purpose.
3. With the Head of Visual Arts and Senior Manager, to drive the strategic development of the Visual Arts partnership programme, including building relationships with institutions and museums; to promote the Gallery's exhibitions abroad and in the UK as appropriate.
4. Hold an overview of the logistical planning, loan negotiation and object care of exhibitions at the Barbican and at partner venues including:  
BC869 Exhibition Manager



- (a) Confirming arrangements of loans and agreements with lenders
  - (b) Organisation of transport and insurance.
  - (c) Condition reporting and care of exhibits.
  - (d) Selection, organisation and management of relevant technical/contractual staff
  - (e) Close liaison with the Production Manager and Curator on the exhibition design at all stages through design, planning, commissioning and building
  - (f) Detailed scheduling of exhibition installations and de-installations including courier and travel arrangements
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- 5. Manage and develop two Exhibition Organisers plus other team members as appropriate, including management of any formal conduct, attendance or performance related matters. Manage freelance and temporary team members, including art handlers and conservators, hired to support exhibitions.
  - 6. Provide training and guidance to the wider team, contractors, agency staff, etc. on the installation and transportation of exhibitions and care of objects.
  - 7. Attend and contribute to senior team meetings and represent the Visual Arts at the Centre's International strategy group and as part of external networks.
  - 8. Plan and manage the workload of the coordination team, liaising with Curatorial colleagues on a regular basis
  - 9. Negotiate and raise contracts with partner institutions and lenders in liaison with the Corporation of London's solicitors and the Barbican's own administration team.
  - 10. Act as lead contact for planning exhibitions with partner venues. Oversee planning and arrangements for installation and de-installation of exhibitions at partner venue, attending on site where necessary.
  - 11. Develop, maintain and administer budgets for each partner venue project and maintain financial overview of the whole partnerships programme, working closely with the Senior Manager, Head of Visual Arts and the Centre's Finance Division.
  - 12. Ensure Barbican exhibitions are shown at the highest possible standard at partner venues liaising with lenders, curatorial lead, marketing and press teams to approve plans.
  - 13. Take reasonable care for 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.
  - 14. Implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
  - 15. 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.
  - 16. Undertake any other duties that may reasonably be requested appropriate to the grade

## Person Specification

<b>Job Title</b>	Exhibition Manager
<b>Department</b>	Visual Arts
<b>Grade &amp; Level</b>	E <b>Level: 3</b>

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-related discipline, or a humanities degree with a self-evident interest in and knowledge of the visual arts (A)
- In depth knowledge of legislation and best practice surrounding artwork transportation, insurance and condition checking (A & I)
- Proven ability to create, communicate and manage complex schedules (A & I)
- Knowledge of legislation and best practice and ability to develop touring and partnership contracts (A & I)
- Diplomacy and negotiation skills, and a proven ability to broker new relationships (A & I)
- Ability to work to tight deadlines and maintain a calm, ordered approach. (A & I)
- Results-oriented, fast and effective working style (A & I)
- Excellent IT skills and database management (A & I)

### Experience Required

- Proven ability and substantial experience of managing the coordination of complex loan-based exhibition projects in a major and/ or public gallery or museum (A & I)
- Proven experience of managing international loan-based exhibitions (A & I)
- A sound knowledge of the international art world and an excellent international contact network (A & I)
- Previous experience of organising and co-ordinating transport and insurance for major exhibitions (A & I)
- Good experience of working with couriers, condition checking and an understanding of care of art works and artefacts. (A & I)
- Experience of setting and managing complex budgets (A & I)
- Experience of managing people and leading teams including formal processes such as recruitment, managing performance and conduct (A & I)
- Experience of managing on site/off site installation crew (A & I)
- Experience of negotiating and drafting contracts (A & I)

### Other Relevant Information e.g. working hours (if applicable)

Willingness and ability to travel is necessary.



The ability to speak a second European language is desirable

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

The flexibility to both work from home and on site when 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 £40,750 - £46,150 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 6 months, with a possible extension of up to one year.

## **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 28 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.