



<b>Role</b>	Exhibition Manager
<b>Reporting to</b>	Head of Interpretation & Exhibitions
<b>Contract</b>	Full Time – Fixed Term to December 2022
<b>Salary</b>	£26-30k, dependent on experience

### **Context**

The Auckland Project is seeking a self-motivated and experienced individual to join the project team to work on the delivery of a new museum that explores the story of faith in Britain and its meaning today.

The Exhibition Manager will work alongside curators and external consultants to help deliver the project, on time and to budget. They will work closely with TAP's curatorial, collections and exhibitions teams to ensure that all documentation, client briefs and approvals are issued to external consultants in line with the agreed programme. The role will work with a wide range of staff from across TAP, along with external partners, contractors and designers, throughout all stages of the project – from design development of the exhibition fit out, object install, to opening and mobilisation. More specific duties can be found in the list below.

The role will suit an individual with previous project management experience in coordinating and delivering museum exhibitions with significant budgets, including loans from a range of institutional and private lenders. The successful candidate will be an expert communicator, adept at developing strong working relationships, both internally and with external delivery partners.

### **The role purpose**

The Faith Museum is the first museum in England to explore the story of faith in Britain and its meaning today.

Using historic and contemporary objects, works of art and stories, it poses three main questions:

- What is faith?
- How has faith shaped Britain?
- What does faith mean for me?

Visitors will be able to discover stories of faith from 5,000 years of history, from the beliefs of communities in the deep past to today's multifaith society.

The Faith Museum's subjects - faith, society and time - are invisible and intangible, but the objects displayed and the stories told are all witness to the faith of the people of Britain and the impact of that faith, over time, on life and events in Britain and beyond.

The museum is neither a place of worship nor a debating chamber, but uses objects and stories to generate self-reflection. We want to help visitors learn about the experience of faith so that they can better understand why it has mattered to people in the past and still matters to people now. The outcomes for each visitor will depend heavily on their own personal beliefs and perspectives, but we aim to create a museum that gives everyone a chance to think, reflect, and enjoy.

The objects on display will be from our small but growing permanent collection and long-term loans from private collections and museums will be essential for representing the stories we seek to tell and capturing the imagination of our visitors. Local communities will provide oral histories and objects that tell contemporary stories of faith in Britain today.

## **Key Responsibilities**

The post-holder is responsible for the following key deliverables and accountabilities:

### Exhibition development & delivery

- In collaboration with Curators, internal and external stakeholders, coordinate the smooth delivery of the project ensuring that clear information is disseminated and adhered to by all parties.
- Provide timely and efficient coordination between the Curatorial Department and the wider organisation, ensuring that exhibition information is clearly communicated.
- Manage external contractors and advisors to the project.
- Support the Head of Exhibitions with work planning, management of resource and risk monitoring.
- In conjunction with the Senior Curator, report to funders and stakeholders (e.g. the National Lottery Heritage Fund, the Jerusalem Trust and TAP's Founder).
- Work closely with Curators, and the Collections and Conservation team, to ensure that content documentation and schedules are shared/ updated in line with the agreed programme.
- Work closely with Curators to ensure that the Interpretation Plan is developed and implemented in accordance with the agreed programme, including creation of Tone of Voice and Style Guide documents.
- Lead coordination with TAP's Collections and Conservation team to ensure that lender requirements are met and that conservation needs are appropriately integrated in designs.
- Coordinate responses to Requests for Information from external consultants and designers.
- Manage and update technical schedules in line with the programme, such as showcases and mounts schedule.
- Co-ordinate client approval of drawings and other such information including liaison with other TAP departments and consultants as necessary.

- Manage all asset licensing for the exhibition displays, keeping track of expenditure and raising purchase orders.
- Co-ordinate scriptwriting, production of all interpretation text, editing and approvals processes.
- Manage the development and delivery of exhibition AVs, alongside the exhibition designer, and coordinate client approvals.
- Create a brief for any additional digital interpretation (such as an app) in liaison with other TAP departments and designers, manage procurement and production, and coordinate client approvals.
- Create a brief for any other types of interactives (e.g. manual), developing alongside the exhibition designer, and coordinate client approvals.
- Assist with organising meetings, travel etc. as necessary to support the team.

### Installation

- Help to plan and manage installation periods, assisting the Registrar and Loans Officer with installation planning / scheduling as required.
- Circulate detailed planning schedules for installations, including curators and external contractors, ensuring that staff are informed of plans well ahead of time.
- Oversee the relationship with on-site contractors, facilitating communication with the Facilities Department as required.
- Oversee staff training, snagging, samples, prototypes, defect inspections and general quality sign off in conjunction with the Project Manager and Design Team.
- Oversee and review maintenance contracts in relation to the exhibition fit out, such as AV equipment.

### Budgets

- Work closely with Quantity Surveyor to maintain and report budget records to ensure budget administration is carefully managed.
- Demonstrate financial awareness and strive to make the museum a financial success making savings where possible and for exhibitions to be delivered on budget.

### Health & Safety

- Be committed to good health and safety and access practice, ensuring familiarity and compliance with TAP policies, procedures and guidelines and the health and safety of visitors, staff, volunteers and contractors at all times.

## Person Specification

<b>Essential</b>	<b>Desirable</b>
Educated to degree level in a relevant discipline or equivalent experience.	Experience of delivering audience consultation at key stages of the project.
Demonstrative experience of managing and delivering substantial, complex exhibition projects within a museum or gallery context.	Experience of procuring and commissioning an app or similar digital technologies.
A thorough understanding of interpretational tools in museums with a commitment to delivering exhibitions that are accessible to diverse audiences.	
Excellent knowledge of museum practices related to the management, care and display of collections, including loans processes.	
An excellent understanding of content development, visitor engagement, and how this translates into contemporary, high quality exhibition design and delivery.	
Demonstrable understanding and experience of the technical aspects of the project, such as the conversion of design concepts to construction drawings, dealing with modifications to existing buildings, object handling and display specifications, visitor flow, production/build techniques, and design/contract management.	
Confidence in managing and negotiating with external contractors such as designers and display fabricators.	
Excellent interpersonal, written and oral communication skills. Well organised, with a meticulous eye for detail.	
The ability to work flexibly and collaboratively, building relationships with colleagues across the organisation and a variety of external stakeholders.	
Self-motivated, with the ability to work well under pressure. Confident when	

prioritising workloads and coordinating multiple activities to meet deadlines.	
Highly computer literate with specific knowledge of Excel, Word and databases.	

## The Auckland Project

The Auckland Project is working to create positive change for those living, working and visiting Bishop Auckland. To do so we are creating a visitor destination in Bishop Auckland, incorporating Auckland Castle (once home to the Prince Bishops of Durham), a Spanish Gallery, Faith Museum, Walled Garden, Deer Park, Mining Art Gallery, Auckland Tower visitor centre and Weardale Railway.

We opened the Mining Art Gallery, in October 2017 and Auckland Tower in October 2018. Bishop Trevor Gallery, a temporary exhibition space within Auckland Castle, opened in June 2019, with the Castle re-opening to the public on 2 November 2019 following a three-year conservation programme. The other attractions will follow in stages in the years ahead, the Tower is currently closed due to coronavirus.

Our visitor destination and community development programme broadly fits into four areas:

1. To help **individuals** by creating a sense of aspiration as well as providing opportunities for skills development
2. To help the **community** to become resilient and economically sound by creating opportunities for partnerships, building a year-round tourist market and supporting small creative industries to thrive
3. To protect, sustain and enhance our **natural environment**
4. To restore and enhance the beauty and historic significance of the **built environment**.

By working with us, you are helping to ensure the town's future is as magnificent and vibrant as its past.

## How to Apply

Apply for this role by emailing a covering letter of no more than one A4 side explaining why you are suitable for the role and how you meet the essential criteria, together with a copy of your CV to [recruitment@aucklandproject.org](mailto:recruitment@aucklandproject.org)

**Closing date: 12 Noon 9<sup>th</sup> August**