

JOB DESCRIPTION



Job Title	Exhibitions Manager	Duration	Permanent
Division	Design, Projects and Public Programme	Hours/FTE	Full time (36 hours per week)
Dept	Exhibitions & Loans	Salary	£34,861 - £39,230 per annum
Reports to	Senior Exhibitions Manager	Direct Reports	Exhibitions Assistant

Context

The V&A's Exhibitions team manage a diverse programme of temporary and touring exhibitions. Working with a wide range of institutions and individuals all over the world, our exhibitions are renowned among our peers and visitors as the best in the world. Our blend of scholarship, immersion, creativity and entertainment is unique, hugely popular, aesthetically innovative and commercially successful.

Main Purpose of job

To produce exhibitions at our V&A sites and other regional and international venues.

Key Responsibilities

1. Project manage the successful implementation of V&A temporary exhibitions, touring exhibitions and commissions.
2. Work closely with the curator of each allocated exhibition, to develop the object list and confirm loans, also developing exhibition text and object labels.
3. Liaise closely with all tour venues on the practical arrangements for each allocated exhibition, including: design liaison, loan negotiation and agreements where necessary, condition checking, packing, transport, indemnity and insurance, couriers and installation/de-installation.
4. Be responsible for management of all stakeholder relationships invested in the delivery of the exhibition.
5. Manage all practical arrangements for each exhibition, including conservation, photography, display preparation, design liaison, contract and agreement preparation, loan negotiations where necessary, condition checking, packing, transport, indemnity & insurance, couriers and installation/de-installation.
6. Lead and manage each exhibition's Project Team, scheduling meetings and liaising with internal and external members of the team. Ensure the smooth execution and maintenance of exhibitions, whether at the V&A or at other venues.
7. Brief and work closely with Designers. Plan and oversee on-site construction, installation and dismantling of exhibitions either at the V&A or at other venues, including supervision of contractors, object handlers and packers and liaison with V&A Estates Section.

8. Prepare and monitor each exhibitions programme and critical path. Maintain risk registers and manage and report on exhibition budgets. The Exhibition Manager is expected to use his or her judgement to make recommendations and take decisions affecting all of the above.
9. Develop early planning for touring exhibitions, including: preparing content summaries; cost estimates; seeking and securing tour venues; preparing and negotiating agreements and contracts.
10. Work in collaboration with Exhibitions Registrars on duties as required.
11. Line manage member(s) of the Exhibitions team and provide support for other members of the Exhibitions team where necessary.

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role

PERSON SPECIFICATION

Job Specific	Track record of project managing temporary exhibitions in the arts and cultural sector.
	Significant knowledge of collections management, including administering loans-in to temporary exhibitions where necessary.
	Demonstrable aptitude for design management and experience of working with designers and curators.
	Proven experience of working on own initiative, problem-solving and proposing solutions often in the context of conflicting priorities.
Core Skills	Excellent standard of written English and highly numerate with the ability to carry out complex numerical analysis.
	Significant interpersonal and consultative skills, including the ability to communicate, present, negotiate, influence and build credibility with colleagues and external parties.
	Experience of using MS Office and other relevant IT systems to an intermediate / advanced level.
	Significant experience of managing and prioritising a high workload and multiple complex issues and tasks in a changing environment with tight deadlines.
Behaviours	Respects others' expertise, time, perspectives and contribution.
	Takes responsibility for delivering on actions, achieving high-standards and learning from mistakes.
	Open to change , new ideas and suggestions; looks for opportunities for improvement and self-development.
	Works with others outside their own department in a collaborative, understanding, and engaging way.
	Actively leads and manages others, taking ownership of corporate decisions and role models positive behaviours.
Desirable	<ul style="list-style-type: none"> • Experience of line management, development and mentoring of team members • Awareness of and active interest in the V&A's UK and international profile • Interest in and ability to travel internationally on occasion

Position in the team



Hours: Net working hours (i.e. excluding meal breaks) are 36 per week.

Normal working hours are 9am-5.15pm Monday to Thursday and 9am-5pm Fridays.

There is a hybrid working model in place and current V&A policy is that staff spend a minimum of 60% of working time on site. Staff should be able to attend work on site at short notice if required.