**Exhibitions Project Manager**

**9 months-fixed term contract** (possible extension to 1 year)

(Parental Leave Cover)

**21 Hour**s, 3 days a week 9.30 – 5.30 pm

**Salary:** £ 30,000 pa (pro-rata)

**Reports to:** The Museum Director

**Reports:** Assistant Curator, Exhibitions

**Background**

Sir John Soane’s Museum is the home of the great Regency architect Sir John Soane (1753 – 1837), and it displays his collection of antiquities, furniture, models, and paintings arranged as they were at the time of his death. In addition, it preserves his collection of over 30,000 architectural drawings and a fine library of over 7,000 volumes. It has been described as the ‘supreme example of the house-museum in the world’ and remains an iconic inspiration for architects, artists, and designers.

The Museum strives to produce an inspiring, diverse and questioning programme of high-quality exhibitions, events and collaborations, fulfilling Soane’s vision of the Museum as an active ‘Academy’ and embracing both historic and contemporary inquiry and debate about architecture, art and design to appeal to a broad online audience and a targeted physical audience.

**Job Purpose**

To deliver existing exhibitions projects from planning and design to installation and post-opening maintenance

1. Be responsible for the delivery of scheduled exhibition projects from planning and installation to de-installation and evaluation.
2. Line-manage and work closely with the Assistant Curator, Exhibitions, in delivering all projects and collaborate with the Public Programmes Manager to deliver exhibitions-related programming.
3. Collaborate closely with other departments to ensure exhibition projects are delivered effectively and sensitively within the context of the Museum.
4. Administer exhibition budgets accurately and efficiently.

Key areas of responsibility:

* Be responsible for the delivery of exhibition projects on time, within budget and to a standard appropriate for a national museum.
* Responsible for procurement processes for creative and technical services including design, build, transport and art-handling services.
* Manage and play a lead, hands-on role in exhibition installations.
* Oversee the work of external contractors.
* Coordinate effectively with other relevant departments.
* Line-manage the Assistant-Curator, Exhibitions.
* Prepare loan requests and assist with loans in and out as required and courier drawings or works of art abroad or within the UK.
* Contribute relevant information to the conservation team to update the emergency plan for each exhibition.
* Assist the Director and Development Department in the securing of sponsorship for the exhibition programme by providing the relevant proposals, budgets etc. and helping with putting together funding applications if necessary.
* Be the primary budget holder for exhibitions, including budgets for externally-funded projects.
* Ensure compliance with all relevant legislation, including CDM, Equality Act and Health & Safety.
* Provide regular reports on project progress to Trustees and Senior Management Team.
* Convene wash-up meetings to evaluate effectiveness of all projects.
* Produce and review risk-assessments for all exhibitions.
* Prepare and issue contracts and partnership agreements to artists, co-curators and project partners.
* Ensure that a complete record of each exhibition project is maintained.

**PERSON SPECIFICATION**

**Essential**

**•** A degree or equivalent professional qualification

• Substantial experience of project managing exhibitions within a Museum or Gallery environment

• Experience of managing budgets including cost forecast and control

• Experience of installing historic objects and artworks in a museum or gallery environment

• An understanding of the technical aspects of exhibition project management including loans processes, production techniques, visitor experience, evaluation

• Knowledge of best practice in budget management

• A good working knowledge of the statutory requirements around exhibitions including accessibility, health and safety and collections care

• Knowledge of best practice in object handling within museums

• Outstanding communication skills, both written and verbal

• The ability to manage and communicate effectively with stakeholders at all levels

* + - Highly collaborative with the ability to work effectively with other departments, external project partners and contractors
    - Must be able to oversee and participate in exhibition installs and deinstalls, at times without art-handling support
* Must be capable and comfortable working at height

**Desirable**

• Experience of line management

• Experience of commissioning services from external contractors such as conservators, framers, designers, art handlers, film-makers, fabricators

• Courier training and experience

**Salary Information and benefits**

* 9 months fixed-term contract with possible extension to 1 year
* 21 hours per week over 3 days. There may be occasional evening and weekend work
* Hours 9.30 to 5.30 with some flexibility over start and finish times
* Our hybrid working policy allows for working at home for up to 1 day a week
* Civil Service Pension Scheme - Alpha
* Season ticket loan
* Salary: £30,000 (pro rata for 21 hours a week £18,000)
* There is a generous annual leave allowance of 26.5 days p.a plus Christmas Eve and all Bank Holidays (pro-rata for hours worked)
* Access to other worldwide museums using ICOM card

**How to apply**

Applications in writing (a full CV and a supporting letter) summarising your interest in this post, and providing evidence of your ability to match the criteria outlined in the Person Specification, together with the names and addresses of two referees, should be sent by email to [recruitment@soane.org.uk](mailto:recruitment@soane.org.uk)

The Museum is an Equal Opportunities Employer, committed to equality, diversity and inclusion and welcomes applicants from all backgrounds.

**The closing date for applications:** 9.00 am, Monday 13 June 2022

**Interview date:**  Wednesday 22 June 2022

Sir John Soane’s Museum is a Non-Departmental Public Body (NDPB) whose prime sponsor is the Department for Digital, Culture, Media and Sport.