Job Profile

Job Title: Public Programmes Manager

Location: Sir John Soane’s Museum, 13 Lincoln’s Inn Fields, London, WC2A 3BP

Contract Type: Permanent Contract (part-time, 0.6)

Hours: Three days per week, 9.30-5.30pm. There will be some evening and weekend work

Annual Leave: There is a generous annual allowance of 26.5 days and all bank holidays (pro-rata)

Salary: up to £27,000 p.a. (pro-rata)

Responsible To: Curator of Exhibitions

Responsible For: N/A

Key Budgetary Responsibilities: Administration of the Public Programmes

|  |
| --- |
| BackgroundSir John Soane’s Museum is the captivating house-museum of the great neo-classical architect Sir John Soane and still displays his collection of antiquities, furniture, models and paintings in much the same state in which they were left at the time of his death in 1837. 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.Reporting to the Curator of Exhibitions, the Public Programmes Manager is responsible for a range of events and activities which encourage adult audiences to engage deeply with the Museum and its themes. The five broad strands of activity set out in the Public Programmes Strategy are: Engaging with Collections, Engaging with Exhibitions, Architecture and Cities (including the Soane Medal event and related programming), Art and Design (including the By Design talks series) and a new strand focusing on collaborations with architects, artists, designers, communities and other institutions. The Public Programmes Manager is responsible for contributing creatively to programme development, in close collaboration with the Curator of Exhibitions and staff from other departments, particularly Learning, Curatorial and Development. They are also responsible for the ongoing management of the programme including planning, budget management, on-the-day event management and evaluation.  |
| Job Purpose: | Public Programmes Manager |
| To organise and deliver the Museum’s programmes of events and special projects for adult audiences | 1. Under the direction of the Curator of Exhibitions, organise and deliver an innovative and appealing programme of in-person, online and hybrid events including, but not limited to, talks, tours, symposia, masterclasses, residencies, interventions, touring projects and online content.
2. Take the lead on all areas of logistics and planning, both for events on-site, off-site and online.
3. Contribute to the Museum’s Audience Development Plan (currently a work in progress) and take the lead within the Exhibitions Department in targeting specific audience groups
4. Seek opportunities to collaborate with creative practitioners, communities and architecture, arts and heritage organisations
5. Administer events and special projects budgets accurately and efficiently, and support as required the Development Department in securing sponsorship
 |
| Key areas of responsibility: |  |
|  | 1. Contribute to strategic planning and manage a programme of around 40 events and projects a year.
2. Lead on all aspects of public programme organisation and delivery, including:
* Overseeing the programme schedule
	+ Inviting contributors and collaborators, and arranging travel and accommodation when necessary
	+ Research and book external venues and suppliers when necessary
	+ Working closely with internal stakeholders, external partners and collaborators
	+ Writing copy and sourcing images for publicity
	+ Preparing event briefs, attending relevant meetings and liaising with internal teams, including curatorial, conservation and operations
	+ Manage events: oversee venue set up, AV provision, guest lists, etc.
	+ Manage the production of publications, film and online content in connection with he Public Programme
	+ Occasionally manage the work of Public Programmes focused volunteers
1. Manage the Casual Public Events Assistant(s):
	* Organise working schedules
	* Assign duties and oversee at events
2. Contribute creatively to the programme:
	* Propose ideas for events and special projects
	* Work creatively with collaborators and internal teams on the development and realisation of events and special projects
	* Undertake research for projects as required
	* On occasion host and introduce events
3. Work with Museum’s Communications Manager on publicising events and special projects and maximising reach of the programme.
4. Ensure internal teams are fully briefed and up to date on programme and project development
5. Budget tracking and invoice management to ensure events and special projects are delivered within budget
6. Occasionally provide practical support to the wider Exhibitions team
7. during exhibition installations and deinstallations
 |
| Person specification: |  |
| **Criteria** | **Essential** | **Highly Desirable** |
| Qualifications | * BA or equivalent in Architecture, Architectural History, Art History, Museum Studies or a closely related subject
 | * Knowledge of British architecture, art and design from the 18th century to the present
* Postgraduate qualification in Architecture, Architectural History, Art History, Museum Studies or a closely related subject
 |
| Experience | * Organising public events
* Strategic planning in relation to public programmes including devising programmes to target specific audience groups
* Writing copy for publicity purposes
* Collaborative working
 | * Introducing and chairing events
* Organising revenue-generating events
* Programme evaluation
 |
| Knowledge | * Key issues and trends in contemporary architecture, design and visual culture
* Audio-visual technology (including projector systems, audio delivery, online and hybrid event management, event recording etc.)
 | * Sir John Soane and the Soane Museum
* Event promotion using digital and social media
 |
| Other Skills | * Strong research skills
* Excellent general IT, administrative and organisational skills with the ability to work on multiple projects concurrently
* Outstanding written and verbal communication skills and the ability to effectively communicate with stakeholders at all levels
 | * The ability to write for a wide range of audiences
* Project management experience
 |
| Application procedure: |  |
| The Museum is an Equal Opportunities Employer committed to equality, diversity and inclusion and welcomes applications from all backgrounds.Applications in the form of a CV and supporting letter, together with the names and addresses of two referees, should be emailed to recruitment@soane.org.uk. Please include ‘Public Programmes Manager in the subject heading.The closing date for applications is **Monday 27 September at 9.00am****Interviews will be held on Monday 11 October 2021**Sir John Soane’s Museum is a Non-Departmental Public Body (NDPB) whose prime sponsor is the Department for Culture, Media and Sport. Website: [www.soane.org](http://www.soane.org) |