

Exhibitions Manager

Full Time, 40 hrs per week

Permanent Contract

THE WALLACE COLLECTION

The Wallace Collection is a national museum housing unsurpassed masterpieces of painting, sculpture, furniture, arms and armour, and porcelain. Built over the 18th and 19th centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world.

The Collection was given to the British nation in 1897 by Lady Wallace, so that it could be kept together and enjoyed by generations of visitors. It was an astonishing bequest and one of the greatest gifts of artworks ever to be transferred into public ownership. Today, we care for the collection through research and conservation, and preserve it for future generations. Our aim is to share the collection with as broad an audience as possible.

SALARY

In the range of £31,000 to £34,000 dependent upon skills and experience.

LOCATION

The Wallace Collection, Hertford House, Manchester Square, London, W1U 3BN.

EXHIBITION PROGRAMME

The Wallace Collection exhibition programme draws upon the different aspects of the museum's collection and history, to inspire new connections and different perspectives on the Collection.

The Wallace Collection stages a dynamic exhibition programme of major ticketed loan exhibitions as well as focussed free displays. In addition to this, some of our major exhibitions go onto national or international partner tours.

Forthcoming major exhibitions include Ranjit Singh: Sikh, Warrior, King, an exhibition that will explore the personality of the great Sikh leader Ranjit Singh (1780-1839) as well as a major exhibition to celebrate the 65th birthday of British artist Sir Grayson Perry (b.1960).

OVERALL PURPOSE AND ROLE

The Exhibitions Manager will lead on all aspects of the successful organisational

management and delivery of specific exhibition and displays from concept through to deinstallation and any onward tour.

The postholder will be the key point of contact for their specific projects, liaising with a wide range of internal and external colleagues including curators, external designers, external publishers, transport agents, ACE, lenders, venue partners and contractors.

KEY RESPONSIBILITIES

Exhibition Management and Registration

- Project manage simultaneous exhibition projects, to schedule, budget and standard at the Wallace Collection and with partner/tour venues.
- Establish key milestones and deadlines, that are achievable, and delivery focused.
- Set, manage and drive forward project schedules, liaising with stakeholders as required.
- Identify and regularly review risk throughout each project.
- Advise on exhibition contracts with other venues for partnership exhibitions.
- Initiate and chair exhibition meetings including debriefs.
- Oversee meticulous records on the Gallery's exhibitions management database, or electronic records, in line with the Spectrum Standard.
- Oversee Government Indemnity and/or commercial insurance applications.
- Generate transport and packing tenders for national/international fine art transport.
- Oversee and manage the coordination of installation/de-installation teams and schedules (Conservators, Art Handlers, Contractors, Designers, Lighting, in house and freelance).

Finance and Procurement

- Accurate management of exhibition project budgets, tracking expenditure, generating accurate forecasts and regularly reporting.
- Maintain and manage of shared costs for partnership exhibitions, reconcile costs and generate final agreed invoice.
- Procure and appoint transport tenders, external conservators' services, mount makers and commercial insurance, and build contractors and other required services.

Loan Management

- Generate and manage loan lists, loan correspondence and status reports for specific projects; reviewing according to budgetary and display requirements.
- Diplomatically negotiate loan agreements with lenders to mutually acceptable terms and conditions.
- Independently arrange all loan logistics and procedures including transport, couriers, insurance and British Government Indemnity, Immunity from Seizure applications; to be in line with Wallace Collection policies and practices, DCMS and

ACE requirements, Health & Safety and other statutory requirements.

- Always maintain positive working relationship with stakeholders with diplomacy and discretion.

Design and Interpretation

- Manage and oversee the 2D and 3D exhibition design process for allocated projects and chair design meetings.
- Manage the interpretation process, coordinating the assembly of content for digital interpretation across various platforms (multimedia, audio, web, app).
- Coordinate the production of exhibition build, graphics and printed interpretation liaising with external designers and producers.
- Work to the Wallace Collections H&S and CDM regulations.

Publications

- Co-coordinate production of exhibition catalogues; liaising with publishers, curators and authors to assemble text, images and proofs to deadline and standard.
- Oversee picture research and image purchasing for catalogue entries and comparative illustrations, ensuring all reproduction and copyrights are complied with.
- Ensure royalties from publishers' trade sales are tracked and received.

People Management

- Line manage and oversee the work of an Exhibitions Officer and Exhibitions Research Assistant, promoting their development.

Other

- Proactively stay informed with current policy across the sector via Continued Professional Development and networks (UKRG, IAL etc).
- On occasion may be required to support colleagues to oversee the safety of the Collection during events.
- Carry out courier duties for loans from the Wallace Collection to borrowers.
- This job description cannot be considered to be exhaustive and other duties will be determined by circumstances as and when required.

REPORTS TO

Head of Exhibitions and Collection Care

KEY RELATIONSHIPS

Curatorial Department

Conservation Department

Communications

Retail Department

External Stakeholders

PERSON SPECIFICATION

Essential Skills and Competencies

Knowledge and Experience

- Degree level qualification in a relevant subject, or equivalent vocational experience.
- At least 3 years' experience of exhibition project management and/or exhibition registration in a museum or gallery environment.
- Demonstrable exhibitions project management experience.
- Ability to manage and drive life cycles of numerous loan exhibitions concurrently.
- Demonstrable experience of Museum Standards and sector policy, related to the management of objects, loans in, display and transport arrangements.
- Experience of accurately monitoring expenditure, providing forecasts and value engineering.
- Experience of tendering for major exhibitions and contract negotiation with external contractors.
- Experience of exhibitions publication production process, an understanding of copyright, reproduction and digital rights.
- Experience of the exhibition design process and working with 2D and 3D designers and an understanding of audiences and visitor experience/experience design.

Skills and Competencies

- Excellent verbal and written communication skills; ability to negotiate, be sensitive and diplomatic, as required.
- Highly-developed interpersonal skills with the ability to build positive working relations with a wide range of internal and external stakeholders.
- Demonstrable computer skills; including collections database systems, ability to manage information systematically and accurately.
- Practical organisational management skills; meticulousness, a keen attention to detail in all aspects of work, particularly record keeping.
- Exceptional time management skills, to successfully manage simultaneous project deadlines effectively, and to work flexibly and calmly under pressure.

Desirable Skills

- Line management experience and management of external contractors/freelancers.
- Experience of exhibitions touring nationally and/or internationally.

SALARY, BENEFITS AND WORKING HOURS

The Salary for this post is within the range of £31,000 to £34,000 per annum dependent

upon skills and experience.

In addition, the post-holder will receive 25 days paid annual leave plus bank holidays and 2.5 'privilege' days. Employees are also offered membership of an occupational pension scheme and after six months satisfactory service an interest free season ticket loan.

For this post, the normal working week is a five-day week, Monday to Friday. The normal working day will be 09.00 to 17.00. However, regular early morning and evening working will be expected as part of the role for which you will be given time off in lieu or overtime for as agreed with your line manager.

HOW TO APPLY

Please complete the Application Form and the Equal Opportunities Monitoring Form, following the links provided. The Equal Opportunities Form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to recruitment@wallacecollection.org by midnight on 25/02/2024.

Please note that late applications or applications via a CV will not be considered.

Interviews for the role will take place week commencing 26/02/2024. Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

Start date: April

Appointment to the role is subject to a satisfactory Basic Disclosure check.

The Wallace Collection is an equal opportunities employer and welcomes applications from all sections of the community.