Candidate Pack
Exhibitions Assistant
Full Time, 40 hrs per week
Permanent Contract
Introduction

The Wallace Collection is an internationally outstanding collection which contains unsurpassed masterpieces of paintings, sculpture, furniture, arms and armour and porcelain. Built over the eighteenth and nineteenth centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world. So that it could be kept together and enjoyed by generations of visitors, the collection was given to the British Nation in 1897 and opened to the public in June 1900. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. The museum is internationally famous for its collection of French eighteenth-century art, Arms and Armour and for its Old Master paintings.

The museum is managed by the Director Dr Xavier Bray, who reports to a board of Trustees appointed by the Prime Minister, and is financed by a combination of grant-in-aid from central government and self-generated income.

We aim to engage with and diversify our audience and, before the pandemic, we attracted over 450,000 visitors a year to the museum.
Our priorities

The Collection is committed to providing access to as wide a public as possible and to helping visitors engage with this diversity. Our goal is to create a place of understanding, cultural pluralism, curiosity and learning. To do this, we plan to create a world-class visitor experience for all ages which stimulates engagement with our collection through a new programme of exhibitions, major gallery refurbishments and an enhanced and expanded digital presence.

Our strategic priorities are to:

• To maintain, research and preserve the Collection for future generations;
• To broaden and deepen visitor engagement, connecting with audiences onsite and digitally;
• To build and support a strong exhibition programme;
• To lay a strong financial foundation for the future; and
• To embark upon a Masterplan programme to transform the museum.
Role summary

The Exhibitions Assistant is responsible for providing essential project administration and support, working across the breadth of the Wallace Collections Exhibition programme and accompanying publications. This will include maintaining accurate records for multiple projects across systems for the team. The postholder will support the team to ensure Exhibitions are delivered to museum standards and that lender requirements are met.

The ideal candidate will have some previous experience in Exhibitions or Collections and will desire to develop their skills further. The Exhibitions team sits with the Exhibitions and Collection Care department, comprising of Collections Management, Exhibitions, Conservation, Photography and the Picture Library.

This role reports to the Exhibitions Manager.
Role description

Administration and Support

• Setting up and maintaining meticulous records on the exhibition management database and electronic records, in line with department and SPECTRUM documentation standards.

• Assisting with national and internal loan administration, including lender correspondence and loan agreements.

• Corresponding with a range of key stakeholders internally and externally, including curators, art handlers, transport agents, ACE and collaborating venues.

• Assist with the drafting of transport and packing tenders for national/international fine art transport.

• Applying for Government Indemnity and/or commercial insurance, supported by the Exhibition Manager.

• Working with fine art transport agents to arrange courier schedules, courier packs and hospitality arrangements for installation and deinstallation.

• Oversee object shipments and generate paperwork in compliance to collections documentation standards and Known Consignor regulations.

• Generate condition report paperwork and assisting in/overseeing condition check in and out.

• Monitoring environmental and display conditions, ensuring lender conditions of loan are met in line with National Standards and providing regular reporting.

• Exhibitions team administration including financial assistance, processing invoices and accurately maintaining budget monitoring records.

• Image requesting and copyright clearance for exhibition catalogues, ensuring all reproduction and copyrights are compiled with.

• Undertake catalogue and interpretation proofing, as required.

• Coordinating the issue of complimentary catalogues to lenders and stakeholders.

• Minute taking for exhibitions meetings.

Other

• Engaged with relevant professional 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 following completion of in-house courier training.

• On occasion, lead on aspects of smaller scale projects, supported by the Exhibitions Manager.

• This job description cannot be considered to be exhaustive and other duties will be determined by circumstances as and when required.
Person specification

Essential
• Degree level qualification in a relevant subject, or equivalent vocational experience.
• At least 1 years’ experience in an Exhibition or Collection role in a museum or gallery environment.
• An understanding of Museum Standards in relation to objects, loans, transport arrangements, display and conservation considerations.
• Highly organised, with the ability to prioritise a varied and busy workload and effectively manage this to agreed deadline.
• A positive solution-based attitude, with the ability to work within a team and across departments as well as external stakeholders.
• Attention to detail and high level of accuracy with strong record keeping skills.
• Excellent verbal, written and interpersonal communication skills and ability to deal appropriately with sensitive and confidential information.
• Collaborative and supportive team working approach while striving to maintain best practice standards.
• IT literate with sound experience of Microsoft Office, Excel and related programmes.
• Understanding of the principles of project management.
• Willingness to occasionally work flexible hours as required by the schedule.

Desirable
• Experience using an exhibitions or collections database.
• An understanding of image copyright procedures or catalogue production.
• An understanding of exhibition loans, including insurance/GIS and or Immunity from Seizure.
Salary, benefits
and working hours

The salary for this role is between £27,900 to £29,000 per annum dependent on 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 the following benefits:

- **Membership of an Occupational Pension Scheme**
  - Alpha – a defined benefit occupational pension scheme (28.97%)
  - Partnership pension account - a stakeholder pension
- **Interest free loans after six months satisfactory service**
  - Interest free season ticket loan
  - Cycle to work loan
- **Eye Tests**
- **Occupational Health Service**
- **Annual Flu Jab**
- **Employee Assistance Programme**
  - Services available 24/7 and 365 days per year to all employees
  - Free therapy service of up to six sessions per issue, per year (each session lasts 45-50 minutes)
- **First Aiders**
- **Access to Mental Health First Aiders**
- **Parental Leave**
- **Training and Development Opportunities**

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 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 on our website. Please note 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 23/06/2024. Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on week commencing, 24/06/2024. 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: As soon as possible

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.