

JOB DESCRIPTION

Job Title: Exhibitions Manager

Responsible to: Senior Curator

Introduction

At Turner Contemporary, we believe in the power of art to transform people and places, doing things differently to achieve our vision, *“Art and creativity are at the heart of a vibrant, healthy and equal society.”*

Since opening in 2011, Turner Contemporary has become one of the most successful galleries in the UK. We’ve achieved more than two million visits and the gallery has been a catalyst for the regeneration of Margate. Our programme of world-class events, exhibitions of historical and contemporary art and our innovative learning programme have fast earned the gallery an international reputation. With free admission, great art is accessible for all.

We are committed to challenging traditional practice to make ourselves more accessible; repositioning art as more relevant to society. Our distinctive, audience-focused approach is integral to our success and inspires interest from our peers, nationally and internationally.

Turner Contemporary is a charity governed by a Board of Trustees, chaired by Clive Stevens. The organisation receives revenue funding from Arts Council England and Kent County Council and the whole team works creatively to raise additional income.

Our values

Our values ensure we deliver outstanding work and build an ambitious and rewarding organisational culture. We are looking for people who adopt and exhibit these values in everything they do:

Enterprising – we create value for ourselves, our community and our partners by being responsive to new opportunities; we encourage collaboration, creativity and initiative.

Welcoming – we’re friendly and warm, while maintaining professionalism of practice and behaviour; human empathy is key to how we think, internally and externally.

Questioning – our philosophy is one of investigation: being astute to audience’s needs, unlocking understanding, provoking debate and asking tough questions – especially of ourselves.

Purpose of Job/Key objectives

To support the curatorial delivery of the programme working with colleagues and external curators.

To act as registrar for incoming/outgoing exhibition loans.

To plan and co-ordinate the delivery of the display and installation of exhibitions, commissions, off-site projects and other public programmes and events at Turner Contemporary.

To provide administrative support and advice to the Exhibitions team.

The Exhibitions Manager will liaise and communicate with a wide range of internal and external staff including curators, designers, artists, art handlers, registrars, couriers and collectors.

Principal Duties/Tasks and responsibilities

Exhibition & Programme Planning

- To plan and co-ordinate the delivery of the display and installation of exhibitions and commissions (including off-site, Ground Floor Corridor and Clore Learning Studio projects), public programmes and other events, within agreed timeframes and set budgets.
- Lead on the delivery of the annual Platform Graduate exhibition.
- To work with the Programme Technicians to co-ordinate and administer the transport of artworks in and out, including schedules for shipping, delivery, storage, packing and unpacking, crating and collection.
- To work with the Programme Technicians to devise and assist with the implementation of installation schedules and ensure that appropriate resources are in place to deliver them on time and within budget.
- To work with the Programme Technicians to organise framing, crating, construction, plinth building and AV requirements for all exhibitions and to commission and supervise external contractors on the above where required.
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- To assist the Head of Exhibitions and Senior Curator with monitoring expenditure budgets and to prepare exhibition budget monitoring spreadsheets.

Turner Contemporary

- To work with the Head of Exhibitions to ensure exhibitions and projects are delivered on budget.
- To seek to make exhibition production as environmentally sustainable as possible and minimise waste.
- To contribute to risk assessments for exhibitions and exhibition installations.
- To prepare condition reports for exhibitions and incoming artworks and to plan and supervise condition checking of artworks in and out.
- Assist the Operations Manager, Security Officers and external security advisors to review the security of the galleries on a regular basis.

Exhibition and Programme Administration

- To prepare loan requests to individuals and other organisations to lend works and to lead on the administration and co-ordination of incoming and outgoing loans.
- Prepare and maintain loans databases and forms for exhibitions and to develop and review project management tools, loan policies and procedures in consultation with the Head of Exhibitions and Senior Curator.
- To keep informed on new developments and best practice in exhibition management and loans policy.
- Arrange insurance of artworks including preparing and submitting Government Indemnity Scheme applications where applicable.
- Process exhibition-related invoices as required.
- Work with the Head of Exhibitions, Senior Curator and Learning Team to plan and deliver aspects of the Public Programme.
- Prepare information packs for touring exhibitions and co-ordinate outgoing and incoming touring shows in consultation with the Head of Exhibitions and Senior Curator.
- In consultation with the Head of Exhibitions and Senior Curator, prepare contracts for artists, tour venues, partners and participants in the Public Programme.
- Collate and respond to incoming exhibition and commission proposals.
- Organise travel, accommodation and per diems for visiting artists, curators, conservators and couriers.

- Undertake research as requested.
- Prepare and maintain exhibition files.
- Liaise with the Operations Manager to ensure daily environmental checks are carried out in the galleries and information logged on the system.

Staff management and training

- To line manage the Programme Technicians (2 x 0.5 posts)
- To line manage the Exhibitions Team Assistants
- To assist the Programme Technicians with booking contractors and managing external technicians.
- To deputise for the freelance Senior Technician as required during installation periods.

Exhibition Print and Interpretation

- Co-ordinate exhibition-related print and interpretation as required, including exhibition guides, wall texts and labels.
- Carry out image research and source copyright approval for exhibition publications and other printed materials.
- Work with Senior Curator and Communications team to write exhibition design briefs for exhibitions.
- Contribute to the writing of innovative interpretation material for diverse audiences.

General

- To attend regular Project and Exhibitions Team meetings.
- Attend meetings with artists, curators and external partners, both on and off site as required.
- A certain level of flexibility regarding availability outside normal working hours is required to attend events and private views.
- To carry out duties in accordance with Turner Contemporary's Equal Opportunities, Access, Employment, Health and Safety and Inclusion Policies.
- To carry out any other duty as directed by the line manager, in accordance with the level (or seniority) of the post.

Turner Contemporary

NB this job description is provided to assist the post holder to know their principal duties. It may be amended however from time to time in consultation with you, by or on behalf of the Director of Turner Contemporary without change to the level of responsibility appropriate to the grading of the post.

Person specification		
Qualifications	Essential	Desirable
Educated to degree level or equivalent industry experience	✓	
Degree or detailed knowledge of the history of art		✓
Skills, knowledge and experience		
Excellent organisational and communication skills	✓	
Excellent administrative skills with a high level of accuracy and attention to detail	✓	
Foreign language		✓
Work Experience		
Experience of working within a gallery or museum	✓	
Experience of co-ordinating exhibitions and projects, and an understanding of the issues surrounding the presentation of artworks and of working to international museum and gallery standards	✓	
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Experience of the care and handling of artworks	✓	
Confident user of computers	✓	
Behaviours/characteristics		
Ability to work on own initiative and as part of a team	✓	
Proven interest in the visual arts and understanding of the aims and objectives of Turner Contemporary in the wider regeneration of East Kent	✓	
Flexible and reliable	✓	
Practical and resourceful	✓	
Tactful and diplomatic	✓	
Able to work under pressure on multiple projects, schedule work to meet deadlines and maintain attention to detail	✓	

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Key conditions of service

Location:	Turner Contemporary, Margate, Kent
Salary:	£26-£28k pa dependent on experience
Hours:	Full-time, 37.5 hours per week Some evening and weekend working
Contract:	Permanent
Leave:	25 days per annum plus Bank Holidays
Probation:	3 months
Pension:	Turner Contemporary contribution 3% Employee contribution 4%
Staff Discount:	50% discount in the café 25% discount in the gallery shop
Deadline for Applications:	Midnight Sunday 23 February 2020
Interviews:	11 March 2020 Turner Contemporary, Margate

Please apply using Turner Contemporary's application form. We are unable to accept CVs.

For further information please email fparry@turnercontemporary.org or telephone 01843 233000.