

JOB DESCRIPTION

Job Title: Exhibitions Manager (Maternity Cover)

Responsible to: Senior Curator

Location: Turner Contemporary, Margate, Kent

Introduction

At Turner Contemporary, our mission is art inspiring change. The arts challenge our thinking and help us to see the world differently enabling opportunities for discussion, debate, learning and listening.

Since opening in 2011, Turner Contemporary has become one of the most successful galleries in the UK. We've achieved more than 3.5 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 are that Turner Contemporary is:

- **Enterprising** – we create value for ourselves, our community and our partners by being responsive to new opportunities; we encourage collaboration, creativity and initiative from our people
- **Welcoming** – we are 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 audiences' needs, unlocking understanding, provoking debate and asking tough questions – especially of ourselves
- **Belonging** – equity, equality, diversity and inclusion are essential to our ethos now and in the future.

Purpose of Job/Key objectives

To support the curatorial delivery of the programme.

To act as registrar for incoming/outgoing exhibition loans.

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

To give 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 touring, off-site, online, Ground Floor Corridor and Clore Learning Studio projects), public programmes and other events, within agreed timeframes and set budgets.

A key part of this role will be to co-ordinate and support the curation of Turner Contemporary's Open exhibition in summer 2021, which will be selected and curated by community groups including planning and coordinating the exhibition, and overseeing the administration, loan and display requirements of selected artists.

Co-ordination of Turner Contemporary's touring exhibition Seaside: Photographed including liaising with external curators, lenders and tour venues; loan administration; co-ordination of transport and couriers as required.

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.

To work with the Head of Exhibitions and Senior Curator 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.

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.

Arrange insurance of artworks including preparing and submitting Government Indemnity Scheme applications where applicable.

Process exhibition-related invoices as required.

Prepare information packs for touring exhibitions and co-ordinate outgoing and incoming touring shows in consultation with the Head of Exhibitions and Senior Curator.

Organise travel, accommodation and per diems for visiting artists, curators, conservators and couriers.

To assist the Programme Technicians with booking contractors and managing external technicians.

Exhibition Print and Interpretation

- Co-ordinate exhibition-related print and interpretation as required, including exhibition guides, wall texts and labels.

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.

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.

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Person Specification

Specification	Essential	Desirable
Qualifications: <ul style="list-style-type: none"> • Educated to degree level or equivalent • Degree or detailed knowledge of the history of art 		✓ ✓
Skills: <ul style="list-style-type: none"> • Excellent organisational and communication skills • Excellent administrative skills with a high level of accuracy and attention to detail • Foreign language 	✓ ✓	✓
Work Experience: <ul style="list-style-type: none"> • 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 • Experience of organising transport of loans, Government Indemnity and insurance • Experience of the care and handling of artworks • Confident user of computers 	✓ ✓ ✓ ✓ ✓	
Behaviours/characteristics: <ul style="list-style-type: none"> • 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:	£25,000 – £26,000 pro rata
Hours:	Part-Time (3 days a week)
Contract:	6 months fixed term
Probation:	3 months
Pension:	Turner Contemporary contributes 3% Employee contributes 4%
Staff Discount:	50% discount in the café (when open) 25% discount in the gallery shop
Deadline for Applications:	5pm 1 December 2020
Interviews to be held virtually:	w/c 14 December 2020