

JOB DESCRIPTION

JOB TITLE:	Collection & Exhibitions Manager
RESPONSIBLE TO:	Chief Curator
RESPONSIBLE FOR:	Gallery Technician; freelance technicians
DATE PREPARED:	January 2019

1. JOB PURPOSE

The Collection & Exhibitions Manager is a new post working within the Collection & Exhibitions team to manage the care and display of The Hepworth Wakefield's collection, including short and long-term loans to the museum, and to plan and deliver a series of world-class historical and contemporary exhibitions. Coordination of object movement to and from the gallery, managing a programme of collection care and conservation, and the scheduling, installation and demounting of temporary exhibitions will be the Collection & Exhibitions Manager's principal responsibilities. You will work closely with the curatorial team and the Gallery Technician to maintain a safe, secure and controlled environment in which to display and store works of art, liaising closely with the Estates and Operations teams.

2. THE HEPWORTH WAKEFIELD

The Hepworth Wakefield is a major public art museum that opened in May 2011 to public and critical acclaim. It exhibits Wakefield's art collection, the Hepworth Family Gift and exhibitions of work by major contemporary and 20th-century artists. Designed by David Chipperfield Architects, our ten superb gallery spaces make this one of the UK's largest and most visited galleries outside London.

3. KEY RESPONSIBILITIES AND RESULTS

COLLECTION AND EXHIBITIONS

- Organising all aspects of crating, packing, transportation, insurance and logistics for the collection and loaned works of art entering and leaving the gallery, and liaising with the C&E team to ensure that the correct paperwork is in place in an organised and timely manner.

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- Managing the shipping list, and liaising with lenders and working closely with the curatorial team to review the list in relation to budgetary and display considerations.
- Planning, organising and overseeing the cost-effective, safe and professional installation of collection displays and temporary exhibitions, in liaison with the C&E team, as well as external partners, galleries and artists.
- Scheduling and managing programmes of collection care and conservation, and timelines for exhibitions.
- Managing the installation and de-installation of exhibitions, including meeting shipments and overseeing movements of loans, managing the technical team and liaising with internal and external colleagues as required.
- Assisting the Chief Curator in drafting papers for the Collections & Acquisitions Committee.

TOURING EXHIBITIONS

- Supporting the curatorial team to manage a growing national and international touring exhibitions programme.

MANAGEMENT

- Providing effective leadership and management of the Gallery Technician and freelance technicians, ensuring clear communication of timely and achievable work plans.
Ensuring the Gallery Technician has the training and development required to perform their duties.
Maintaining effective communication across the organisation through departmental and working group meetings.
- Leading on THW's compliance with legal requirements, statutory obligations and best practice standards with regard to the collection and the MODES collection management system.

ADMINISTRATION

- Organising and maintaining project files, including correspondence with lenders, transport companies, customs, insurers, artists, technicians and contractors.
- Maintenance of object records and other documentation in liaison with the C&E team, particularly with regard to object movement and location and condition reporting.

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- Drawing up and managing exhibition timelines and installation schedules in liaison with the C&E team, and negotiating consistently competitive quotes for transport and all other relevant contracts.
- Following due process to ensure fair and competitive tendering for all services.
- Following organisational financial procedures for the procurement of goods and services related to the role.

GENERAL

- Representing the Gallery at relevant public and networking events and liaising with partnership organisations.
- Any other duties that may reasonably be requested by the Chief Curator.

4. SPECIAL CIRCUMSTANCES

- Weekend and evening work may be required during install periods.

5. OTHER INFORMATION

- Carry out all duties in accordance with our Equal Opportunities, Access, Employment, Health and Safety Policies
- Undertake any other duties as reasonably required by the Chief Curator

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6. SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

E – Essential, D – Desirable

SKILLS	
Experienced, committed and enthusiastic individual	E
Strong organisational, communication and administrative abilities	E
The ability to act with tact and diplomacy at all times and under pressure with individuals from a wide variety of situations and backgrounds, including artists and external partners	E
A pragmatic problem solver who is always calm under pressure	E
An excellent communicator able to work with teams of colleagues across the organisation and with artists, external partners and suppliers for the successful delivery of exhibitions and displays	E
KNOWLEDGE	
Educated to degree level or professional vocational qualification within a relevant subject/area e.g. Museum Studies	E
Knowledge of and commitment to best practice in health and safety management	E
Formal training or qualification in health and safety management	D
Knowledge of current sector standards e.g. Accreditation, Spectrum	E
Knowledge of intellectual property rights	E
Knowledge and enthusiasm for modern and contemporary art and artists, and a commitment to learning and access to the arts	D
EXPERIENCE	
Significant proven experience of collections management and exhibition installation to high standards	E
Advanced project management experience, including negotiating contracts	E
Experience of contractor liaison, able to achieve desirable outcomes with third party suppliers and services	E
Good management and supervisory skills and experience	E

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7. BASIC TERMS AND CONDITIONS

- The salary for this role is £28,000.
- This is a full-time position of 37 hours per week.
- Evening and weekend work will be required for which Time Off in Lieu will be granted.
- 25 days paid leave per annum pro rata, increasing a day a year to a maximum of 28 days. The leave year runs from 1 March to 31 April.
- New employees meeting the criteria will be auto-erolled into a pension scheme.
- Probationary period of 6 months.
- Notice period 1 week during the probationary period.
- The place of work is The Hepworth Wakefield, Gallery Walk, Wakefield, WF1 5AW.
- THW offers an Employee Assistance Programme and discounts in the shop and café.
- Group Pension Plan run by Royal London, including an employer contribution of up to 6%

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