

JOB DESCRIPTION

Exhibitions Manager

Vacancy Type: Permanent

Full- or Part-Time: Part-Time, three days per week (21 hours per week)

Salary: £12,951.12 per year

Reporting to: Head of Operations

Responsible for: Budgets specific to areas of responsibility.
Management of the contracted tech services for exhibitions and events.

Establish and maintain systems for the functioning, installation, de-installation and maintenance of MOSTYN's exhibitions and presentations, both preventative and reactive, including for off-site events managed by MOSTYN. These systems should be widely communicated to internal functions so that emergencies can be dealt with in the absence of the post holder.

Start date: 1 February 2022

Purpose:

The postholder has principal responsibility for maintaining and managing the internal logistics and technical services for MOSTYN exhibitions, activities and events, working in close partnership with the Head of Operations, Curator of Visual Art, Director, Head of Marketing and Development, Learning and Engagement Curatorial Fellow, and Retail & Visitor Experience teams.

To ensure effective and timely technical and logistic services with institutional/organisational partners, lenders, artists and co-producers as well as building on and maintaining a network of external clients and customers for such services, contributing to MOSTYN's entrepreneurial approach towards sustainability.

Main duties:

Organise and coordinate the internal logistics for exhibition installations/de-installations in conjunction with the Head of Operations, Curator of Visual Art, Retail Manager and Visitor Experience teams; managing the store/workshop area; receipt and storage of deliveries and items awaiting return; ensure works are kept safe, secure and to standards agreed with lenders; packaging/crating of works for shipment.

Plan, manage and conduct the installation of artworks to the highest standard, and actualise the exhibitions needs. It is a requirement for the post holder to

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envision and implement display solutions according to the artists' and programme's needs and provide timely information to the rest of the team, in conjunction with the Head of Operations, Curator of Visual Art and Facilities Manager.

In conjunction with the Facilities Manager, establish and maintain systems for the security of the artworks, working with external agencies that may need to evaluate MOSTYN arrangements.

In conjunction with the Facilities Manager, monitor and measure the environmental conditions and maintain records to provide information to lenders.

Obtain and provide training on the safe use of tools and equipment to those working on premises at change-overs or at external events.

Develop and implement specific risk assessments related to on-site exhibitions and their installation as per the exhibition programme requirements to ensure visitor safety, in conjunction with the Facilities Manager. Conduct risk assessments for events held off-site managed by MOSTYN.

Be a point of contact for emergency out of hours building and security related issues. Manage these situations to satisfactory conclusion.

In collaboration with the Head of Operation and Curator of Visual Art, develop the exhibition and event budgets relating to technical services management & requirements, and manage to those budgets by planning, implementing decisions and monitoring cost, funding and income, highlighting issues at the earliest opportunity.

Develop and maintain technical services for hire by external parties. Build a suitably skilled and diverse team of freelance and internal professionals and source equipment hire solutions to be able to manage visual arts events outside of MOSTYN. Develop a package of services / costs available to hire.

In common with all post holders, the Exhibitions Manager is expected:

- To ensure adherence to all MOSTYN systems, policies and procedures
- To ensure the security of the gallery and other spaces on MOSTYN
- To act as an advocate of MOSTYN and promote its vision and activities
- To actively contribute to and support all fundraising for the organisation and be aware of MOSTYN's case for need
- To collaborate with all other departments
- To ensure MOSTYN systems, policies and processes are adhered to in the execution of the duties.

This is not an exhaustive list of duties. It may be necessary to undertake other reasonable duties for the successful execution of this role and to meet the aims of the organisation.

Outline person specification

Knowledge:

- Experience of complex exhibition installation and project management, and evidence of ongoing continuous professional development particularly in relation to the contemporary visual arts environment.
- Health and Safety Law and the requirements it places on gallery operations.
- Building and art handling regulations.
- The key elements that constitute technical services in a creative setting (including artwork handling, electrical, AV, air handling/conditioning, lighting, digital) and able to access specialist knowledge/skills to ensure the smooth execution of such services.
- Passion for bringing contemporary issues through the arts to life and engaging as wide an audience as possible to the benefits, challenges and opportunities of contemporary art.

Skills:

- Able to organise oneself and others in the achievement of common goals.
- Able to define requirements, plan and execute tasks to agreed expectations.
- Able to work in successful partnership and build effective working relationships with internal functions and external contractors.
- Able to use a wide range of tools and equipment for handling works and the execution of technical services.
- Able to work collaboratively with internal and external resources, anticipate and identify problems/issues/risks and managing them through to successful conclusion.

Experience:

- Working in a gallery/visual arts environment and mastering the expectations and factors that contribute to the achievement of its vision, aims and aspirations, while providing technical services in a creative setting.
- Specifying work for contractors and consultants and the successful management thereof.
- Establishing preventative maintenance systems.
- Conducting H&S risk assessments along with mitigation strategies and contingency plans.

Hours of work:

This is a part time role working a minimum 21 hours per week, however the distribution of these hours should fit in with the artistic programme and visitor service schedule and as such there may be a need to work more or less hours in one week which can be balanced out in other weeks. There will be an occasional requirement to work unsocial hours in the execution of this role.

Application deadline and interviews:

The closing date for applications is **noon Wednesday 12 January 2022**. Interviews are expected to take place week/c 17 January 2022.

Equality:

MOSTYN encourages applications from all backgrounds, communities and industries, and we are committed to having a team that is made up of diverse skills, experiences and abilities. We particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the cultural sector. We are committed to equality and diversity within our workforce and all opportunities provided by MOSTYN.

We ask everyone who works with us to champion this ambition and embed it in their day to day work and monitor it our annual Equality Action Plan. Whilst some of our offices have barriers to access, we continue to encourage interest from applicants who require reasonable adjustments within the workplace.

How to apply :

1. Read the Job Description and Outline person specification.
2. Submit a CV and Covering Letter. Ensure you tell us how you meet the knowledge, skills and experience in the person specification.
3. Supply the names, email address, full postal address and telephone numbers of two people who can give you a reference. At least one of these should be your current or most recent employer.
4. If you would like any further information, have any specific requirements or would like to discuss any aspect of the role in confidence, please contact MOSTYN on 01492 879201 and they will direct your call to Alfredo Cramerotti, Director. Alternatively, email: alfredoc@mostyn.org
5. Email your application to Karolina Bayley Hughes, Programme and Project Administrator: Karolina@mostyn.org.
6. Any application received after the deadline may not be included in the recruitment process.
7. If this process is not an appropriate method for you because of an impairment or disability, please contact us to make alternative arrangements.

We will acknowledge receipt of all applications.