

DULWICH  
PICTURE  
GALLERY

# WORK WITH US

Exhibitions Manager (Maternity Cover)  
Job information pack



## JOB DESCRIPTION

<b>Job Title:</b>	Exhibitions Manager (Maternity Cover)
<b>Working hours:</b>	3-5 days a week (Possibility of flexible hours/job share)
<b>Term:</b>	Fixed term - 10-12 months
<b>Salary:</b>	Band D £30,000 - £35,000 per annum
<b>Department:</b>	Programme and Engagement
<b>Reports to:</b>	Head of Programme and Engagement
<b>Responsible for:</b>	Exhibitions Co-ordinators, Programme and Engagement Assistant
<b>Works closely with:</b>	Head of Programme and Engagement, Programme and Engagement Department, Operations Department, Senior Leadership Team, External contractors
<b>Application deadline:</b>	7 October 2021

## ABOUT THE ROLE

We are looking for an experienced Exhibitions Manager to join the Programme and Engagement Department.

The Programme and Engagement Team are responsible for delivering meaningful encounters with art to the widest possible audiences to support our organisational vision. Our vibrant creative portfolio empowers our audiences to connect, create and make sense of their world. We provide the Gallery's dynamic programme of high quality temporary exhibitions, creative experiences, first class catalogues and a suite of innovative learning and engagement programmes.

You will be responsible for ensuring the delivery of high quality international exhibitions, the smooth operational running of the exhibitions workflow and will provide advice relating to loan agreements and other registrarial knowledge. If you're considering a step up in your career this role is a great opportunity to work with a creative team and varied programme.

# MAIN DUTIES

## PROJECT MANAGEMENT AND PLANNING

- Oversee the exhibitions and projects at the Gallery from concept to delivery.
- Oversee the department workflow to ensure we achieve successful projects.
- Be a key part of the feasibility stage of each exhibition including budgets, schedules and risk management.
- Develop and maintain exhibition budgets.

## EXHIBITION PROGRAMMING

- Advise on the appointment of specialist contractors.
- Oversee loan negotiations, logistical planning, indemnity/insurance and transport.

## COORDINATION AND RELATIONSHIP MANAGEMENT

- Work interdepartmentally across the Gallery to ensure the smooth delivery of exhibitions and strong internal relationship.
- Manage key relationships with external curators, partners and stakeholders
- Develop strong working relationships with the Gallery teams.

## LINE MANAGEMENT

- Line management of exhibitions team.
- Motivate the team to work well together.

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

# PERSON SPECIFICATION

You will have....

## ESSENTIAL

- 3 or more years experience as a registrar or exhibitions role at a museum or gallery.
- Experience in negotiating international loans in to temporary exhibitions
- Line management experience
- Working knowledge of museum standards for collections care, transportation, packing, art handling, environmental monitoring and known consigner practices.
- Highly organised, able to prioritise varied and busy workload, ability to effectively manage workload to deadlines
- Helpful and positive solution-based attitude, ability to work across departments
- Excellent verbal and written communication skills



## DESIRABLE

- Experience of working at an accredited museum or gallery, with a particular focus on international temporary exhibitions.
- Experience of interpretation and understanding diverse audience needs
- An understanding of catalogue and design management
- Understanding/experience of Due Diligence and Immunity from Seizure

## ADDITIONAL INFO AND HOW TO APPLY

### Annual Leave:

25 days' holiday per year, statutory Bank Holidays. The Gallery also offers all staff two discretionary bonus days as well as their birthday as annual leave

### Pension:

The Gallery auto enrolls employees into a pension scheme in accordance with Part 1 of the Pensions Act 2008

### Salary:

£30,000-35,000 per annum dependent on experience

### Benefits

- Flexible and remote working (this can be requested and is at the discretion of the line-manager and within the constraints of the role)
- Discount in the Gallery shop and café
- Interest free season ticket loan and cycle to work scheme
- Part of the reciprocal arrangement with free entry to many museums and galleries across London

**How to apply:**

To apply, please send your CV and covering letter outlining your suitability and why you are interested in the role to [recruitment@dulwichpicturegallery.org.uk](mailto:recruitment@dulwichpicturegallery.org.uk).

The deadline for applications is 7 October 2021. Interviews are expected to take place w/c 11 October.

We are happy to support with any resources and adjustments for anyone who needs it, to make applying for this role easier. In your application please do let us know how we can support you.

At Dulwich Picture Gallery, we recognise our responsibility to provide meaningful and relevant experiences for everyone. We welcome applications from applicants with experience of working, living or studying within our key priority boroughs of Southwark, Lambeth and Lewisham, and are particularly keen to hear from candidates who identify as Black, Asian and minority ethnic, disabled and/or people from lower socio-economic backgrounds, as these groups are currently underrepresented in our organisation and reflect our local community.





Dane Hurst at Dulwich Picture Gallery 2018

## OUR CULTURE

Dulwich Picture Gallery, founded in 1811, is the world's first purpose-built public art gallery. We care for and display our outstanding collection of Old Master paintings within Sir John Soane's pioneering architecture. As an independent gallery, we remain true to our founders' purpose of presenting art 'for the inspection of the publick' by engaging as many people as possible, of all ages and backgrounds, through our innovative interpretation and dynamic programme.

### **Our Mission**

To maximise Dulwich Picture Gallery's unique potential - its building, art, grounds, people and location - for future generations.

### **Our Vision**

To be an inspirational cultural retreat unlocking fresh perspectives through the art of the past. Our site-wide creative experiences provide time-out from a chaotic world, empowering visitors to forge meaningful connections by finding themselves in art.

### **Our Values**

#### **We are:**

#### **Caring**

We care for our collection, our audiences, our communities and each other

#### **Risk Taking**

We are ambitious and agile, valuing creativity and considered experimentation

#### **Collaborative**

We are open and communicative, creating and sharing opportunities through partnerships and projects.