

DULWICH
PICTURE
GALLERY

WORK WITH US

Exhibitions Manager
(Permanent)
Job information pack

JOB DETAILS

Job Title:	Exhibitions Manager
Working hours:	40hrs per week
Term:	Permament
Salary:	Band C (2025/26) £30,000 - 35,000 (dependant on experience)
Department:	Programme and Engagement Team
Reports to:	Head of Programme and Engagement
Application deadline:	midnight, Monday, 14 July 2025

PURPOSE OF JOB

The Programme and Engagement Team are responsible for delivering meaningful encounters with art to the widest possible audiences to support our organisational vision. We provide the Gallery's dynamic programme of high-quality temporary exhibitions, creative experiences and a suite of innovative learning and engagement programmes.

We are looking for an Exhibitions Manager to support the delivery of exhibitions from concept stage to delivery. Projects are developed internally, and with external partners, curators and artists. You will oversee the production of temporary exhibitions ensuring high quality, accessible design, production, interpretation and installation.

KEY RESPONSIBILITIES

You will be managing key exhibitions in the Gallery's programme. Responsibilities include:

- Devising and managing project schedules and ensure delivery against milestones, coordinating approvals and sign off where required.
- Coordinating effective internal communication to ensure plans are well communicated and understood by all members of the wider Gallery team.
- Carrying out loan negotiation, co-ordinating transport and logistics.
- Line management and development of the Programme and Engagement Assistant.

- Organising and supporting installs and take-downs of exhibitions
- Supporting the Gallery's Environmental Monitoring and Salvage Groups
- Developing audience-centred exhibition interpretation with the project team.
- Coordinating exhibition design elements and production, working closely with the Gallery's content team, curators and external creative agencies.
- Managing the contracting, briefing and commissioning of 2D designers, lighting, AV, and graphic contractors through all stages of development, production and deinstallation.
- Monitoring and reporting expenditure for exhibitions to ensure we remain within operational budgets.

PERSON SPECIFICATION

Essential Attributes

- Substantial experience of planning, production and installation of temporary exhibitions in a museum or gallery environment.
- Proven exhibition project management skills, including managing budgets and scheduling.
- Understanding of registrarial process for exhibitions, including issues and procedures relating to exhibition insurance.
- Knowledge of art-handling and conservation regulations.
- Line management experience.
- High level of understanding/experience of Due Diligence and Immunity from Seizure.
- Significant experience of working to museum standards for collections care, transportation, packing, art handling, environmental monitoring and known consigner practices.
- Experience of interpretation and understanding diverse audience needs.
- 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 within a team and across departments.
- Excellent verbal and written communication skills.
- Willingness to work flexible hours as required by the schedule.

Desirable Attributes

- Experience of contracting and managing exhibition builders and suppliers.
- An understanding or experience of exhibition design.
- Experience of working with British Government Indemnity and commercial insurance.
- Experience of 3D modelling software such as SketchUp.

ADDITIONAL INFO AND HOW TO APPLY

Annual Leave:

25 days per year plus your birthday, UK bank holidays, and an additional two discretionary Director days holiday per year. If a bank holiday is worked, then this can be taken in lieu.

Pension:

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

Salary:

Band C (2025/26) £30,000 - £35,000 (dependant on experience)

Benefits

- Flexible 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:

Applications should be made by submitting a CV and maximum one page covering letter or video application to recruitment@dulwichpicturegallery.org.uk. Please apply by **midnight, Monday, 14 July**.

We value the perspectives and experiences that you can bring and even if you feel you meet some of the criteria, but not all, we encourage you to apply. In your covering letter let us know how your skills and experiences, from wherever you have come from, will bring benefit to the role and the team. 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; this will not influence your application.

In addition to submitting your CV and covering letter or video application please complete the anonymous [Equality, Diversity and Inclusion Monitoring Form](#).

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.



Sculptures by Yinka Shonibare CBE RA and Li Li Ren in our Garden 2024.

BRAND AND CULTURE

Our Vision

A world where closer connection with art enhances life

Our Mission

Unlock art for all, to spark ideas and imagination

Our Shared Idea

Bringing art to life and life to art

OUR VALUES

Show you care

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

Dare to try

We are ambitious and inventive, and unafraid to try new things; valuing creativity and considered experimentation

Bring others with you

We are open and communicative, creating and sharing opportunities through positive partnerships