

<b>Job Description:</b>	<b>Exhibitions Officer</b>
<b>Lead Museum name:</b>	Wiltshire Museum
<b>Responsible to:</b>	Curator
<b>Working Days/Hours:</b>	Part-time (21 hours per week, usually spread across 3 days)
<b>Contract Duration:</b>	This is a temporary post until March 2020.
<b>Salary:</b>	£13,464 per annum (equivalent to an annual salary of £22,440)

## BACKGROUND

### Wessex Museums Partnership

The Wessex Museums Partnership is a thriving consortium of the four principal museums across Dorset and Wiltshire that tell the stories of Wessex from prehistory to now, namely: Poole Museum, Dorset County Museum, The Salisbury Museum and Wiltshire Museum. Over 300,000 people visit the partner museums each year.

*Our ambition is: to inspire more people to explore and enjoy the outstanding art and heritage of the region and to understand its significance to their lives. By sharing the amazing story of the region in new and exciting ways, we aim to make a major contribution to the cultural, social and tourism economies of Dorset and Wiltshire.*

It is an exciting moment for the Wessex Museums Partnership as from April 2018, we will be one of the Arts Council England's new National Portfolio Organisations. As such we have an ambitious programme to deliver over the next four years.

### Wiltshire Museum

The Wiltshire Museum is appointing an Exhibitions Officer to develop and implement an exciting programme of exhibitions, working with our Wessex Museums Partners. The Museum opened its new Oexmann Gallery in November 2017 as the only UK venue for the international tour of *Winds and Words of War: World War I Posters and Prints from the San Antonio Public Library Collection*. <http://www.wiltshiremuseum.org.uk/?exhibition=winds-of-war>

The temporary exhibitions programme for 2018-19 is underway and it role of the Exhibitions Officer to deliver the programme and take it forward into 2020 and beyond.

The Museum is run by the Wiltshire Archaeological and Natural History Society (WANHS), which was founded in 1853, after it acquired the books and papers of the topographical author, John Britton. The Wiltshire Museum is home to the best Bronze Age archaeology collections in Britain. The whole collection is Designated as being of national significance, and includes many objects excavated in the landscapes surrounding the Stonehenge and Avebury World Heritage Site, as well as the archives that record their discovery. As a whole, the collections record the archaeology, history and environment of the County, and include an important Archive and Library. The Museum has a high profile, and regularly features in newspapers, radio and television programmes.

In March 2012 Wiltshire Museum was awarded £370,000 by the Heritage Lottery Fund to support plans to create new prehistoric galleries, focusing on the Bronze Age archaeological collections. The new galleries, which opened in October 2013, tell the story of the people who built and used the world renowned monuments of Stonehenge and Avebury. For the first time in generations the unique gold and amber finds from Wiltshire that date back to the Bronze Age, more than 4,000 years ago, are now on permanent display. The galleries link with the new English Heritage Stonehenge Visitor Centre and Wessex Galleries at Salisbury Museum. This partnership encourages visitors to Stonehenge to visit Devizes to see the nationally important prehistoric collections at the Museum. It is also a busy time as Prehistory is a new topic in the History Curriculum and is popular with local schools.

In 2015 the Museum also opened a new Anglo-Saxon Gallery, supported by a grant from Arts Council England Designation Development Fund.

The Museum welcomes approximately 20,000 people each year, including 7,000 paying visitors, and is open seven days a week for most of the time. It is used extensively for events, lectures and talks, attended by a wide range of people from the immediate area and beyond. The Museum is an independent charity, and has grant funding from Wiltshire Council and Devizes Town Council. The Museum depends upon the income that it earns from admission fees, shop sales and events, as well as investment income and support from its members.

The Museum has 11 members of staff, most of whom work part-time, and over 170 volunteers, who together give over 5,000 hours of their time to support the work of the Museum.

Wiltshire Museum collections are available to search online [www.wiltshiremuseum.org.uk/collections](http://www.wiltshiremuseum.org.uk/collections), making information about new and important acquisitions accessible to researchers in the widest possible terms.

We announced in September 2016 that the Society is looking at the potential of moving the Wiltshire Museum to the Devizes Assize Courts, turning the historic building into a landmark tourism asset for the county. For more details, please see [http://www.wiltshiremuseum.org.uk/our\\_plans/](http://www.wiltshiremuseum.org.uk/our_plans/).

In 2017 the Museum was awarded £37,000 from the *Ready to Borrow Scheme*, run by the South West Museum Development Programme and the Arts Council. The programme allows museums to borrow from national organisations, by helping to upgrade exhibition spaces.

The former Recent History Gallery was refurbished and it is now a new temporary exhibitions space, named the Oexmann Gallery, in addition to our existing Art Gallery. The Oexmann Gallery has a new hanging system for artwork, LED lighting and high security display cases. The gallery meets the requirements of the Government Indemnity Scheme which means the Museum can borrow objects from National Museums, including the British Museum.

## **JOB DESCRIPTION**

## **MAIN PURPOSE:**

- Work with colleagues in the curatorial and marketing teams to develop and implement the Museums exhibitions programme

## **MAIN RESPONSIBILITIES:**

1. Manage and organise the museum's exhibition programme; either developing displays in house or working in partnership with local groups or external curators to deliver a vibrant temporary exhibition programme.
2. Build partnerships with our Wessex Museums Partners, local and national museums, groups and organisations to develop and deliver collaborative projects that lead to temporary exhibitions.
3. Work with the marketing team to develop publicity material for temporary exhibitions, including posters, leaflets, website pages and press releases.
4. Manage the budgets for temporary exhibitions and keep close control over income and expenditure.
5. Responsible for the administration of all loans into the museum relating to temporary exhibitions.
6. Appoint and manage external contractors to help deliver the exhibitions programme when necessary. These include contractors relating to object transportation, construction and graphics.
7. Contribute to events and educational activities as required, and to contribute to the evaluation and monitoring of these activities.
8. Seek and apply for funding from external organisations for temporary exhibitions in collaboration with the museum's Development Officer
9. Support the development of exhibition-related merchandise for the Museum Shop with the Retail Manager
10. Travel in Dorset and Wiltshire (and to other areas of the UK) in pursuance of the responsibilities of the post in an agreed timely manner, including lone-working and the carrying of materials in a vehicle.
11. To undertake such other duties as may be required from time to time commensurate with the level of the post.
12. To participate in training and development and to undertake such other duties as may be required from time to time commensurate with the level of the post.
13. To comply with all decisions, policies and standing orders of the Society and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

## **PERSON SPECIFICATION**

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	University graduate level qualification in a relevant subject	Higher level museum / heritage qualification Specialist knowledge of fine or decorative arts and collections	Application Form
SKILLS	<p>Creative thinker with good aesthetic judgement and an eye for detail</p> <p>Excellent organisational skills. Ability to multi-task and meet tight deadlines</p> <p>Good interpersonal skills. Capable of dealing with internal and external contacts</p> <p>Excellent written and verbal communication skills</p> <p>Excellent IT skills</p> <p>An ability to work independently and with colleagues</p> <p>Evidence of a flexible approach to work</p>	Experience of working with volunteers	<p>Application Form</p> <p>Application Form</p> <p>Interview</p> <p>Application Form / Interview</p> <p>Application Form</p> <p>Interview</p> <p>Interview</p>
EXPERIENCE	<p>At least three years' experience of working in a Museum or Art Gallery</p> <p>Developing and implementing exhibitions</p> <p>Practical aspects of exhibition installation</p> <p>Partnership working</p>	<p>A knowledge of desktop publishing software such as InDesign</p> <p>A knowledge of the Museum database system, MODES</p>	<p>Application Form</p> <p>Application Form / Interview</p> <p>Application Form</p> <p>Application Form</p>

### Job Details

#### Length of contract:

This post is funded until the end of March 2020 and it is therefore offered on a short term contract post basis.

The successful candidate will be able to start work in June 2018.

**Working hours:** 21 hours per week (usually spread over 3 days). Normal working hours are between 9am – 5pm and will be agreed with your line manager. A one-hour lunch hour is unpaid.

**Pay:** £12.33 per hour, £13,464 per annum (equivalent to an annual salary of £22,440)

**Annual leave:** The annual leave entitlement for full-time members of staff is 20 days. Annual leave will be given pro rata (12 days) Members of staff are eligible to join our Pension Scheme, normally contributing 6% of salary.

### Applications

You are welcome to contact us to discuss the post. Please contact Lisa Brown, Curator: [lisa.brown@wiltshiremuseum.org.uk](mailto:lisa.brown@wiltshiremuseum.org.uk) / 01380 727369.

Please complete an application form which can be downloaded from the website. This should be emailed to [lisa.brown@wiltshiremuseum.org.uk](mailto:lisa.brown@wiltshiremuseum.org.uk) and must arrive before the deadline. A CV or supporting material may also be included. A signed paper copy of the application form must also be submitted, but this can arrive after the application deadline or brought to the interview.

**Closing date:** 28 March 2018 at 9am.

**Interview date:** We would like to interview shortlisted candidates on 10 April 2018. Please let us know if this is convenient for you.

**Target start date:** June 2018

**Probation:** The post is subject to a three-month probationary period.