

**British Motor Industry Heritage Trust
British Motor Museum**

Job Title: Exhibitions Officer
(Part-time, 22.5 hours per week,
fixed-term 18 months)

Salary: £23,500 pro rata

Location: British Motor Museum, Gaydon

Responsible to: Curator

Job Role

- ◆ Work with the Museum's Curatorial team in the creation and delivery of the Museum's exhibition and audience programmes as part of its Arts Council England National Portfolio activities;
- ◆ Carry out research and source exhibits and content for the Museum's programme of exhibitions;
- ◆ Assist with the planning, commissioning, administration and installation of exhibitions;
- ◆ Assist with provision of information about exhibitions programmes, both internally and externally;
- ◆ Engage with other staff members across the organisation to deliver and share information about projects.

Main Duties and Responsibilities

General

1. Assist with the creation of new audience programmes, in particular the Museum's calendar of temporary exhibitions but also linked events, publications, outreach and digital content and social media and deliver those programmes;
2. Assist with the development of permanent exhibitions;
3. Research content for these programmes, using both the Museum and Archive collections as well as external sources;
4. Source exhibits and material for temporary exhibitions from both institutional organisations and private collectors;
5. Research the latest methods and best practice for exhibition delivery;
6. Assist with the procurement of designers, suppliers and exhibition contractors for the practical delivery of exhibitions;
7. Assist with the administration of exhibitions, including the loan of material and objects to the Trust;

8. Assist with the everyday upkeep of exhibitions and their content;
9. Work with colleagues across the organisation - in particular from the Archive, Vehicle Workshop, Learning and Marketing teams – to create and deliver exhibition programmes;
10. Respond to enquiries about the exhibitions programmes both from external and internal enquirers;
11. In accordance with the provisions of the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
12. From time-to-time, undertake any other duties commensurate with the role.

Person Specification

Essential

1. Educated to degree level, with a post-graduate qualification in a recognised museum or heritage subject;
2. Demonstrable experience of work in a museum or the heritage sector;
3. Demonstrable experience of exhibition programming and planning, including working with designers and exhibition suppliers;
4. Demonstrable experience of developing exhibition content;
5. Demonstrable experience of working with other individuals or organisations in order to source objects for exhibitions;
6. Understanding of the Arts Council strategic goals and the Creative Case for Diversity;
7. Excellent communication skills;
8. Good IT skills, including knowledge of databases and MS Office programs;
9. Ability to work as part of a team and on your own;
10. Excellent time management and organisational skills;
11. Positive and enthusiastic approach in order to deliver our goal that the Museum remains innovative and at the forefront of the field and produces exhibitions that appeal to the broadest audiences.

Desirable

1. Knowledge of or interest in the motor industry and historic motor vehicles or collections with similar subject areas;
2. Knowledge of or an interest in future trends in technology;

3. Experience of the development of innovative ways of engaging museum audiences at all levels together with sound curatorial practice;
4. Experience of co-curation and engagement approaches to exhibition development
5. Due to the rural location of the British Motor Museum, a full driving licence is highly desirable.

August 2018