

Exhibitions Officer

Job Description

Reports to: **Museum Manager**

Direct reports: **Any Allocated staff**

Evaluation: **479 points**

Grade: **N6**

Reference: **AA845**

Purpose

The postholder will be responsible for assisting the Manager with the initiation, development, planning, preparation and delivery of temporary exhibitions and events.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To initiate exhibitions and display work in pursuance of the policies of TWAM.
2. To advise on the security, conservation and installation requirements of collections and develop exhibitions at venues as required.
3. To liaise with outside organisations and institutions over exhibitions, loans, and associated grants, sponsorships and other finance.
4. To work with learning staff over interpretation, presentation and events associated with exhibitions and activities.
5. To work with marketing and development staff in presentation, promotion and fundraising for exhibitions and activities.
6. To work with other staff to further the preservation, presentation and promotion of museum objects in TWAM.
6. Preparation of reports and attendance at meetings as required.
7. Any such matters within the scope of the post as may be specifically delegated by the line manager.

8. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
9. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.