



## Exhibitions Coordinator

We are seeking to recruit a part-time, fixed-term Exhibitions Coordinator to support the Museum Exhibitions Planning Group (EPG) from January 2023 until October 2024. The postholder will also work closely with the Curator and Front of House & Social Media Coordinator in delivering a great experience for visitors to the two temporary exhibition/gallery areas at Gairloch Museum.

The job profile of responsibilities and key tasks provides an outline of the main aspects of the role, though not intended to be limiting in their nature.

### Post specification

<b>Responsible to</b>	The Board of Gairloch & District Heritage Company Ltd
<b>Location</b>	Gairloch, Wester Ross. IV22 2BH
<b>Working pattern</b>	0.2 f.t.e. The hours of work are flexible, including occasional weekends and evenings, to average 4 days across the month. The working base will be Gairloch Museum. However, working remotely will be acceptable whenever this is an appropriate use of time and resources.
<b>Pay rate</b>	£5,500 p.a., being pro rata of £27,500 p.a.
<b>Terms and conditions</b>	The post holder will work to the relevant Museum Policies and Guidance: 1. Equality and Diversity 2. Safeguarding 3. Health and Safety, and Emergencies 4. Environmental sustainability 5. Personnel (Staff) and within the agreed Contract of Employment.

## Job Profile

Responsibilities	Key Tasks
<p><b>1. To plan, prepare and deliver temporary exhibitions in line with the agreed programme 2023-2024</b></p>	<ul style="list-style-type: none"> <li>❖ Develop and monitor production and installation schedules for temporary exhibitions within the agreed budgets</li> <li>❖ Negotiate and agree conditions of loans with lenders as necessary</li> <li>❖ Liaise regularly with exhibitors to maintain communication and ensure successful outcomes</li> <li>❖ Arrange transport, insurance and security for exhibitions</li> <li>❖ Assist with the installation of exhibitions (packing, loading, hanging)</li> <li>❖ Liaise with the Curator regarding the interpretation and conservation aspects of exhibitions</li> <li>❖ Collaborate with the Front of House &amp; Social Media coordinator regarding marketing and promotion, exhibition sales and the Museum shop, and to coordinate support requirements for exhibitions from staff and volunteers</li> <li>❖ Contribute to the Museum’s Events programme where there is a link to exhibitions.</li> </ul>
<p><b>2. To contribute to the longer-term planning and resourcing of temporary exhibitions</b></p>	<ul style="list-style-type: none"> <li>❖ Based on an understanding of visitor interests and needs, sector research, and responses to applications from artists and makers, contribute to the development of a longer-term strategy for exhibitions</li> <li>❖ Recommend potential future exhibitions to the EPG</li> <li>❖ Fundraise for exhibition projects as agreed with the EPG.</li> </ul>
<p><b>3. To inform and work with the EPG, Museum Board and other working groups</b></p>	<ul style="list-style-type: none"> <li>❖ Attend and contribute to scheduled meetings of the EPG</li> <li>❖ If requested, report to the Museum Board on issues relevant to the exhibitions programme</li> <li>❖ Liaise with other working groups, most likely the Interpretation team, to exploit the potential of exhibitions for broader Museum benefit.</li> </ul>
<p><b>4. To undertake professional development activities appropriate to the role</b></p>	<ul style="list-style-type: none"> <li>❖ Undertake self-supported study and reading to keep abreast of current developments in the relevant fields of museum practice</li> <li>❖ Attend training or collaborative sessions which contribute to the Museum’s exhibitions development and/or personal skills, knowledge and experience, as agreed with the Board.</li> </ul>

## Personal specification

KNOWLEDGE/EXPERIENCE	Essential	Desirable
Relevant knowledge of art and material culture in a museum context	√	
A strong track record of project management in delivering exhibition programmes	√	
Practical knowledge of and experience in setting up temporary exhibitions in collaboration with artists and makers	√	
Experience of working with and motivating both colleague staff members and volunteers		√
Relevant experience within the heritage sector, ideally in a museum setting		√
SKILLS & ATTRIBUTES	Essential	Desirable
Reliable, with excellent time-keeping	√	
Ability to solve problems, confident in making decisions and flexible in approach	√	
Self-motivated, resilient and capable of taking the initiative	√	
A creative and innovative approach to interpretation	√	
Excellent written and verbal communication skills	√	
Having an eye for detail and a commitment to high standards	√	
Good IT and data entry skills, including knowledge of MS Word and Excel and Outlook	√	
Good team worker	√	

## APPLICATIONS

If you require further information about the position please email [office@gairlochmuseum.org](mailto:office@gairlochmuseum.org)

Please apply by submission of a covering letter outlining why you are interested in this role and what you can bring to it, together with a Curriculum Vitae and the details of two referees. These should be submitted by email to [office@gairlochmuseum.org](mailto:office@gairlochmuseum.org)

The closing date for applications is 15 December 2022.

Interviews are scheduled to be held in Gairloch in the week commencing 19 December 2022.

Only candidates invited to interview will be notified.