



## **JOB DESCRIPTION**

<b>Job Title:</b>	Exhibitions Assistant
<b>Division:</b>	Commercial, Digital & Exhibitions
<b>Department/Section:</b>	Exhibitions and Loans
<b>Contract:</b>	1 Permanent & 1 Fixed-Term
<b>Reporting to:</b>	Exhibitions Manager

### **Background and purpose of job**

The V&A is the world's leading museum of art, design and performance. We enrich people's lives by promoting the practice of design and increasing knowledge, understanding and enjoyment of the designed world.

The V&A's Exhibitions team manage a diverse and exciting programme of South Kensington and touring exhibitions. Working with a wide range of institutions and individuals all over the world and the UK, you will be responsible for assisting with the delivery of exhibitions at the V&A and at other venues, providing support to the Exhibitions Managers, the Senior Exhibitions Managers and other managers in the team.

### **Main tasks**

1. Work closely with and assist the Exhibitions Managers on temporary exhibitions at the V&A and touring exhibitions. Deputise when required for Exhibitions Managers and take sole responsibility for occasional smaller projects as necessary.
2. Develop, compile, check, update and circulate object lists, liaising with the Exhibition Curator/Exhibitions Manager as required.
3. Assist Exhibitions Managers with correspondence and negotiation for incoming loans from private and institutional lenders.
4. Correspond as required with UK and international borrowers of V&A touring exhibitions. Assist with practical arrangements for exhibition tours including packing, transportation, installation and courier schedules. Assist with the process of seeking venues for V&A touring exhibitions.
5. Assist Exhibitions Managers with raising purchase orders and invoices and with tracking payments; seek best value for money and work within the parameters of the budget.

6. Liaise with Exhibition Designers as necessary, ensuring that all project team members have the relevant and correct information needed.
7. Liaise with appointed transport agents on all transport/packing arrangements as necessary. Assist with drawing up detailed transport schedules.
8. Make indemnity/insurance arrangements for incoming or outgoing loans.
9. Assist with the editing and proof-reading of texts, including label copy, information panels, press releases, gallery guides, etc.
10. Assist with arrangements for conservation of V&A objects, and external loan objects as necessary; liaise with Collections, Conservation, and Technical Services; prepare and monitor schedules to ensure programmes are completed on time and objects are handled, tracked and moved safely; agree, schedule and requisition condition reporting procedures and documentation with Conservation Liaison Officer.
11. Assist with arrangements for photography of V&A objects, and external loan objects as necessary; liaise with curatorial collections, the photography studio and the art handling department; prepare and monitor schedules to ensure programmes are completed on time and objects are handled, tracked and moved safely.
12. Assist Exhibitions Managers, Curators and Publishers to research and collate object and contextual images, using digital hardware and software as necessary. On some projects order/commission photographs/images, seek copyright clearance, manage AV assets, record details of photographs, return photographs to owners/archives and libraries.
13. Assist with the installation and dismantling of temporary exhibitions at the V&A and as a courier at venues in the UK or overseas; supervise security, contractors and object handlers; record movement and location of objects.
14. Organise meetings and take minutes.
15. Maintain computerised and manual records and files relating to exhibitions.
16. Conduct routine daily checks on the exhibition galleries, installation and apparatus; initiate and supervise maintenance of installation and equipment.
17. Answer general telephone and written enquiries.
18. Be committed to health and safety and ensure familiarity with all of the Museum's health and

safety policies and procedures.

19. Be security conscious, ensure familiarity and co-operation with all museum security procedures and ensure you wear a security pass at all times when on museum premises.
20. Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity and actively contributing to developments that support the museum's strategy for widening access, inclusion and diversity.
21. Carry out ad hoc duties as requested by appropriate managers within your department.

## **PERSON SPECIFICATION**

### **Essential requirements**

1. A degree in History of Art, History or other relevant essay-based subject, or equivalent qualification/work experience
2. Proven experience of working in a museum, heritage or arts/events-related environment.
3. Strong evidence of a commitment to, and enthusiasm for, organising exhibitions in a museum environment.
4. Excellent communication and interpersonal skills including the ability to deal diplomatically with a wide range of people at varying levels inside and outside the Museum and from different cultures and backgrounds.
5. Experience of project-based work with delivery to a specific deadline and budget whilst observing best practice and procedures, combined with an understanding of the principles and skills necessary for good project management.
6. A self-motivator who can work equally well individually and as part of a team.
7. A broad understanding of collections management issues and a demonstrable ability in the handling of museum objects.
8. Proven ability to write in clear English and proof-read; numeracy skills.
9. Excellent organisational and administrative skills and ability to multi-task.
10. Proven ability to pay attention to detail whilst working on more than one project at the same

time.

11. A flexible and positive approach to all aspects of the job and the ability to remain calm and deal courteously with people whilst working under pressure. A high level of initiative and common sense in problem solving and dealing with difficult situations.
12. An interest in working with UK and overseas partners and a willingness to travel.
13. Proficiency in the use of word processing and database packages such as Word, Filemaker Pro, Excel, Microsoft Project and Photoshop.

#### **Desirable requirements**

1. Direct experience of working on a temporary exhibition project.
2. Awareness of and active interest in the V&A's regional and international profile.
3. Experience of working with fine art transport agents and exhibition designers.
4. Experience or understanding of copyright issues.
5. A foreign language.

#### **OTHER INFORMATION**

##### **Hours/Salary:**

Net working hours (i.e. excluding meal breaks) are 36 per week.

The salary for this role will be £23,005 per annum. Salaries are reviewed on an annual basis.

##### **Annual leave:**

28 days plus 8 days public holidays

##### **Pension benefits:**

You will be auto enrolled into the Museum's Group Personal Pension Scheme and have the opportunity on completion of Probation to an enhanced pension provision, including an employer contribution of 10%.

##### **Other benefits:**

Non-contributory life assurance policy (to value of 4 x annual salary)

An interest free season ticket or bicycle loan is available after three months.

Free entrance to all the major museums and exhibitions in London as well as many others.

Subsidised staff restaurant

Discounts on purchases in V&A shops  
Childcare Voucher Scheme

**Application process:**

Please apply online via the V&A's website at [www.vam.ac.uk/jobs](http://www.vam.ac.uk/jobs)

If you are having technical difficulties applying online, please use the online chat functionality which can be found on the bottom right hand side of the form. Alternatively, you can contact **Vacancy Filler** directly on **01509 236434**, and quote the role reference number and your application number (if known). Please note, Vacancy Filler are contactable, Monday – Friday between 9.00am – 5.00pm.

If you have any queries regarding the role and/or the V&A's recruitment process, you can email us – [contacthr@vam.ac.uk](mailto:contacthr@vam.ac.uk) or telephone us on 020 7942 2937 (Working hours Monday – Friday 9.00am – 5.00pm).

**Closing date for applications is midday, Monday 21 May 2018.**

**Interviews to be held on 5 and 6 June.**

**Interview expenses will not be paid unless there is a prior agreement.**