

Job Description

Directorate: Tyne & Wear Archives & Museums

Division: N/A

Job Title: Project Manager: Exhibitions By TWAM A4577

Evaluation: 565 points **Grade:** N08

Responsible to: Head of Finance, Governance and Resources

Responsible for: Staff as allocated

Job Purpose: Overall strategic management of Exhibitions by TWAM and management and co-ordination of TWAM's exhibition programme.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Lead the generation and monitoring of a strategic plan for Exhibitions by TWAM Ltd, including the preparation and delivery of annual budgets (in consultation with the Exhibitions by TWAM Board.)
2. Manage Exhibitions by TWAM, ensuring that all stakeholders are appropriately consulted and engaged.
3. Manage and co-ordinate the delivery of TWAM's exhibition programme within the agreed timescale and budget provision.
4. Lead exhibition review and planning meetings and attend other internal and external meetings as required.
5. Ensure that suitable policies, procedures and systems are developed, introduced and kept regularly updated.
6. Be responsible for the overall financial and administrative procedures of Exhibitions by TWAM and working with the TWAM Leadership Group ensure that appropriate financial and time recording systems are in place and used.
7. Provide appropriate reports to TWAM managers and the Exhibitions by TWAM Board on a regular basis and as required.
8. Day to day management of staff and volunteers.
9. Establish and manage matrix exhibition project team(s) and work streams as appropriate to reflect the skills and knowledge required to enable successful delivery of exhibitions.

10. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
11. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.