

## Job Description

- Directorate:** Tyne and Wear Archives and Museums
- Division:** Museums
- Post Title:** Exhibitions Officer AA845
- Evaluation:** 479 Points **Grade: N6**
- Responsible to:** Museum Manager
- Responsible for:** Any allocated staff
- Job 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:** 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 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.
  - 7 Preparation of reports and attendance at meetings as required.
  - 8 Any such matters within the scope of the post as may be specifically delegated by the line manager.
  - 9 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.