

Person Specification

Exhibition Officer



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential Exhibitions

- Degree or equivalent qualification or experience in Art or Art History or an appropriate discipline.
- A creative approach to exhibition development and commissioning
- Experience of organising complex loan exhibitions including negotiating loans, producing facilities reports, Government Indemnity applications, loan agreements and couriers.
- Demonstrable interest in and experience of working with artists and curating contemporary visual arts.
- Working knowledge of best practice in gallery interpretation

Events

- A creative approach to event programming and income generation.
- Proven ability to plan, budget and manage successful events of various scales and types.

Skills and Values

- Excellent organisational skills and the ability to oversee a comprehensive exhibition forward plan across multiple venues.
- Efficient and courteous at responding to exhibition enquiries from the public, other organisations, artists and freelancers.
- Experience of working in partnership with a wide range of organisations.
- Ability to contribute effectively to fundraising activities and stakeholder relationships.
- Committed to working effectively and supportively in a team.
- Confident and able to relate well to people, with good communication skills.
- Highly motivated, target-driven and able to work in an accountable system and to deadlines.
- Understanding of the role of museums and galleries.
- Commitment to broadening audiences for museums and galleries.
- Committed to Equal Opportunities and anti-discrimination practice in employment and service delivery.

Desirable

- Experience of monitoring budgets
- Knowledge of evaluation and monitoring tools and techniques
- Post-graduate museums qualification or equivalent
- Experience of coordinating the work of staff and volunteers

Part B

The following criteria will be further explored at the interview stage:

- A creative approach to exhibition development and commissioning.

- Experience of organising complex loan exhibitions including negotiating loans, producing facilities reports, Government Indemnity applications, loan agreements and couriers.
- A creative approach to event programming and income generation.
- Proven ability to plan, budget and manage successful events of various scales and types.
- Excellent organisational skills and the ability to oversee a comprehensive exhibition forward plan across multiple venues.
- Committed to working effectively and supportively in a team.
- Confident and able to relate well to people, with good communication skills.

Additional Requirements

- The role will require occasional work on some evenings and weekends.
- The role will require on occasion some travel throughout the North East and beyond.