

Project Co-ordinator (Exhibitions)

Part A

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

Essential

- Proven experience of initiating and delivering creative and engaging exhibitions
- Demonstrable experience of project management of complex projects
- Knowledge of best practice in museum interpretation
- Practical skills in a professional setting of object installation and exhibition mounting
- Experience of working with collections and exhibitions in museums or galleries, including experience of exhibition installation, security and the conservation of collections.
- Demonstrable commitment to broadening audiences
- Experience of producing accessible content
- Experience of working in partnership with a wide range of people and organisations.
- Excellent organisational skills.
- Proven experience of broadening audiences for museums and galleries.
- Excellent team worker.
- Confident and able to relate well to people, with excellent communication skills.
- Understanding of the potential and role of museums and galleries in society
- Highly motivated, target-driven and able to work in an accountable system and to deadlines.

Desirable

- Knowledge of evaluation and monitoring tools and techniques
- Experience of monitoring budgets
- Experience of fundraising
- Experience of coordinating the work of staff and volunteers
- Knowledge of digital and or AV interactive development
- Experience of negotiating exhibition loans.

Part B

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

- A creative approach to exhibition planning
- Substantial experience of working with collections and exhibitions in museums or galleries including experience of exhibition installation, security and the conservation of collections.
- Proven experience of broadening audiences for museums and galleries.
- Proven ability and significant experience in planning and managing events and exhibitions.
- Significant knowledge of best practice in museum interpretation
- Confident and able to relate well to people, with excellent communication skills.

Additional Requirements

- The role will require the post holder to work on occasion outside of normal working hours; some evenings and weekends to meet operational requirements and support delivery of events
- The role will require the post holder to travel to other TWAM venues as required and on occasion to other locations within the North East and beyond
- The role will require the post holder to undertake some lifting and carrying (e.g. moving and unpacking museum objects; pushing trolleys etc)