

## **Project Co-ordinator: Exhibitions**

### **Purpose of role**

To co-ordinate the development and delivery of specific exhibition projects at the Great North Museum: Hancock to engage new and existing audiences.

### **Key responsibilities**

- To be responsible for the co-ordination and delivery of exhibition projects as directed by the Museum Manager, ensuring the project is delivered on time and to budget
- To be responsible for the delivery of the exhibition briefs to achieve stimulating and cost effective exhibitions and to co-ordinate the delivery of content, providing an interface between subject specialists and designers
- To be responsible for co-ordinating multi-disciplinary exhibition projects, ensuring effective internal communication so that team members understand their roles and responsibilities on projects
- To provide creative input into display projects and display maintenance projects
- To co-ordinate the tendering, procurement and appointment process for commissioning of external services in line with TWAM financial procedures, and manage project related contractors and consultants effectively
- To monitor project budgets in accordance with TWAM financial procedures, ensuring exhibition projects are delivered on time and to budget
- To act as an ambassador for exhibition projects to a range of stakeholders, sharing information about exhibitions both internally and externally
- To be committed to good health and safety and access practice and ensure familiarity TWAM's health and safety and access policies, procedures and guidelines

### **Expected Outcomes**

- Successful completion of a major high quality exhibition opening in March 2023
- Development and delivery of a series of smaller 'Spotlight on...' exhibitions
- Cost effective co-ordination of projects within a multi-project environment
- Production and delivery of excellent exhibition briefs which achieve stimulating, cost effective exhibitions
- A clear understanding of all roles and responsibilities within project teams, resulting in effective multi-disciplinary team working, with effective communication and liaison
- Evaluation of exhibition projects and assessment of visitor satisfaction, quality of design and content, to ensure continued improvement of standards.