

Person Specification

Project Manager: Exhibitions by TWAM

Part A

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

Essential

- Educated to degree level or equivalent qualification or experience
- Excellent organisational and project management skills in a cultural or other similar environment
- Experience of managing collaborative projects and of brokering and developing partnerships
- Working knowledge of best practice in museum interpretation and exhibitions
- Strong IT skills including office and financial system
- Excellent negotiation and advocacy skills
- Ability to think strategically
- Report writing skills and experience of collating evidence to satisfy internal and external monitoring requirements
- Ability to understand and manage budgets and financial information
- Ability to solve problems and make appropriate decisions
- Ability to prioritise a wide range of tasks and work to deadlines managing multiple priorities
- Ability to work on own initiative
- Ability to communicate confidently and knowledgeably at all levels
- Demonstrable experience of successfully leading a team
- Working knowledge of relevant health and safety regulations
- Commitment to equality and diversity and anti-discriminatory practices

Desirable

- Knowledge of museums and galleries exhibition tax relief or other cultural tax reliefs
- Project management qualification
- Experience of coordinating multidisciplinary teams to deliver capital projects
- Experience of budget and other management in a not for profit company setting

Part B

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

- Excellent organisational and project management skills in a cultural or other similar environment
- Experience of managing collaborative projects and of brokering and developing partnerships
- Working knowledge of best practice in museum interpretation and exhibitions

- Strong IT skills including a proficiency in the use of Microsoft Office applications
- Excellent negotiation and advocacy skills
- Ability to think strategically
- Report writing skills and experience of collating evidence to satisfy internal and external monitoring requirements
- Ability to understand and manage budgets and financial information
- Ability to solve problems and make appropriate decisions
- Ability to prioritise a wide range of tasks and work to deadlines managing multiple priorities
- Experience of coordinating multidisciplinary teams to deliver capital projects
- Ability to work on own initiative
- Ability to communicate confidently and knowledgeably at all levels
- Commitment to equality and diversity and anti-discriminatory practices

Additional Requirements

- The role will require regular travel between TWAM venues
- On occasion the role may require some work to be undertaken on evenings and weekends