

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.