



Assistant Exhibitions Manager

Job Description

The Tank Museum was founded in 1923 as a teaching resource for engineers and soldiers of the Tank Corps. Over the last 80 years, the Museum has dramatically transformed from a training aid for the army to a 21st century Museum aspiring towards access and excellence for all.

Based at Bovington Camp, the home of the tank, the museum boasts the most comprehensive collection of armoured fighting vehicles in the world. In addition, the Museum has a very strong supporting collection of medals, photographs, film, sound recordings, fine art, books, weapons, models and memorabilia. Current displays tell the story of the tank from its inception in 1915 to the current war in Afghanistan. The entire collection has Designated Status.

Over 200,000 people visit the Tank Museum every year where we bring the history of tanks and tank crews to life. This is an exciting opportunity to join The Tank Museum as an Assistant Exhibitions Manager at a time of major development with the redisplay of a large gallery into a new Second World War exhibition.

The display will feature stories of Royal Armoured Corps crewmen through a battle chronology, making use of a variety of interpretive media including graphics, audio visual, interactives and heavy use of supporting objects. The Assistant Exhibitions Manager will help to co-manage this project, taking a role in the design & procurement process, content development using in-house graphic and audio visual staff, and the strip-out of the existing hall.

The Assistant Exhibitions Manager will lead on the management of existing galleries consisting of ten exhibitions. Key tasks will include co-ordination of temporary displays, gallery refreshment and the monitoring of health and safety in relation to all exhibits. The post holder will also contribute to the creation of a new ten year exhibition plan.

You will be an experienced manager with a proven background in delivering high quality exhibitions with a relevant degree or professional qualification in a related field.

ROLE PROFILE

Job Title	Assistant Exhibitions Manager
Department	Collections
Contract	Full-time, permanent
Salary	£24000 per annum
Reports To	Exhibitions Manager
Key Relationships	Exhibitions Manager, Exhibitions Officer, Head of Collections, Curator, Archive and Library Manager, Exhibitions Designer

Overall Job Purpose	To manage the Museum's permanent galleries and temporary displays and assist the Exhibitions Manager in all activities relating to the delivery of the main annual exhibition.
Key Accountabilities	<p><i>New Displays</i></p> <ul style="list-style-type: none"> ▪ Project manage the creation and installation of any temporary exhibitions. ▪ Carry out topic research in relation to the main annual exhibition using the Collections Management system 'Tracer,' stores, the Library & Archive and the collections and research facilities of other institutions as appropriate. ▪ Take a major role in content production including text writing, the production of interactive briefs, image selection, object identification, and 3D /audio visual development including filmed interviews. ▪ For both temporary and permanent displays, lead on the evaluation process to ensure the needs of target audiences are met. ▪ Contribute to the strategic planning for the department through the annual Forward Plan and creation of a new Exhibitions Strategy. ▪ Assist with the production of supporting interpretive material for new exhibitions such as Guidebooks. ▪ With the Exhibitions Manager and Designer, assist with the preparation of exhibition designs for tender and contractor management during installation periods. ▪ Assist with funding bids for temporary and permanent exhibitions. ▪ Give updates via formal presentations or briefings to staff/ volunteers and other audiences as required relating to new exhibitions. <p><i>Permanent Galleries</i></p> <ul style="list-style-type: none"> ▪ Lead on programme of upgrades and redisplays in existing gallery spaces including audio visuals, showcase displays, interactives and graphics. ▪ Lead on the re-interpretation of areas of the Museum's storage facility - The Vehicle Conservation Centre. ▪ Co-ordinate gallery strip-outs, scheduling the storage or disposal of all interpretive material. ▪ With the Exhibitions Officer, ensure the upkeep and maintenance of all exhibitions in the Museum buildings.

	<ul style="list-style-type: none"> ▪ Generate interpretive content such as vehicle panels for the main annual events TankFest and Tiger Days. ▪ Working with Archive and Supporting Collection staff, help monitor the conservation and security requirements of all objects on display. ▪ Carry out annual risk assessments of all gallery spaces. <p><i>Other</i></p> <ul style="list-style-type: none"> ▪ Line manage the Exhibitions Officer. ▪ Recruit and supervise volunteers as required. ▪ Network within the sector, keeping up to date with the latest methods and best practice for exhibition delivery. ▪ Supervise summer placement student from the University of Leicester Museum Studies course. ▪ Deputise for the Exhibitions Manager in all matters concerning Exhibition and Display. ▪ Create content for marketing department as required in relation to exhibitions. ▪ Support key Museum events such as Tiger Day and Tankfest. ▪ Represent the Museum at external conferences and meetings.
	<p>The duties and responsibilities in this job are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.</p>

Person Specification

	Essential	Desirable
Qualifications	Relevant degree or professional/vocational qualification in a related field.	
Experience	<p>At least two years' experience of leading the planning, coordination and delivery of medium to large scale exhibitions within a museum or heritage environment.</p> <p>Ability to plan and carry out evaluation of displays using a variety of methods, including analysis and report writing.</p> <p>Experience of working with a range of audience groups and stakeholders.</p> <p>Experience of employee line management and supervision of external contractors/staff from other departments where appropriate.</p> <p>Ability to successfully work across multiple departments cultivating positive relationships.</p>	Experience of writing detailed interpretation plans including the establishment of main themes, key messages, use of interpretive media and learning outcomes
Knowledge	A thorough knowledge of the exhibition process from initial concept to completion.	Military History and the role of the armoured vehicles 1916-present day.
Personal aptitude & skills	<p>Ability to work independently with minimal supervision.</p> <p>Excellent organisation and time management skills.</p> <p>Strong written skills - able to communicate difficult ideas in simple terms for a range of ages.</p> <p>Excellent verbal communication skills.</p>	

	<p>Confident, positive with ability to prioritise tasks and meet deadlines under pressure.</p> <p>Team player who can work successfully with a range of people across different departments.</p> <p>Excellent IT skills PowerPoint, Excel, Word and Outlook.</p>	
Other requirements	<p>Able and willing to support evening weekend events when required</p> <p>Willingness to travel within the UK</p>	