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| Post No. : | POST00003112 - JET486 |
| Post Title: | Exhibitions Assistant |
| Directorate: | Communications and Regeneration |
| Division: | Cultural Services |
| Section: | Showtown Museum Project Team |
| Reports To: | Exhibitions Manager (Post No 8353) |
| Location: | FYCreatives, Showtown Museum, Museum Store |
| DBS Status: | None |
| Grade: | Grade E |

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| Role Purpose |
| The purpose of this role is to support the Exhibitions Manager in the practical organisation and delivery of the exhibitions programme and the maintenance of the permanent displays within Showtown. |

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| Main Duties and Responsibilities |
| <p><u>Exhibition Coordination and Administration</u></p> <ul style="list-style-type: none"> • Assist the Exhibitions Manager to maintain records relating to exhibitions (e.g. condition checks on receipt and return) to ensure that the exhibitions filing systems are kept up to date and accurate. • Assist the Exhibitions Manager in gathering information required for lenders, loan agreements and paper work associated with exhibition preparation. • Assist the Exhibitions Manager to coordinate shipping, packing and storage of inward and outbound exhibition artefacts. • Support the Exhibitions Manager in preparing risk assessments and method statements relating to the exhibition programme • Assist the Exhibitions Manager in the planning and execution of install and de-install of exhibitions. • Work with the Marketing Team on the provision of marketing material, including social media, relating to the exhibition programme. • Support the Exhibitions Manager in the evaluation of the exhibitions. • Work with Administration Team coordinating and arranging transport, accommodation and any expenses for contractors, artists and consultants working on temporary exhibitions. <p><u>Interpretation</u></p> <ul style="list-style-type: none"> • Support the Exhibitions Manager in the development of exhibition materials. • Work with the Learning and Engagement Team in the development and delivery of the public programme. • Conduct and lead exhibition tours for visitors. • Assist with the development and delivery of co-production exhibition projects. • Assisting with elements of Visitor App refreshment, including collecting stories, objects in the spotlight and further research gathered for layered content. <p><u>Research</u></p> <ul style="list-style-type: none"> • Assist with curatorial research relating to the exhibition programme. • Attend conferences, seminars and professional development activities. • Undertake visits to other museums, collections and galleries for research and development purposes. <p><u>Collections Management</u></p> <ul style="list-style-type: none"> • Assist the Exhibition Manager in the maintenance of key collections management documentation to required standards (such as filing, entry and exit procedures, loan agreements, cataloguing, copyright issues and documentation). • Undertake regular monitoring and maintenance of the temporary exhibitions and the permanent galleries including environmental monitoring and recording, changing pest traps etc. • Assist the Exhibitions Manager in arranging cleaning and conservation of artefacts as required. |

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| <p>General</p> <ul style="list-style-type: none"> Attend operations meetings to ensure smooth running of exhibition installs, de-installs and events relating to exhibition programme. Undertake research to support the procurement of items relevant to the exhibition (e.g. fixtures and fittings). Supervise volunteers, students and work placements as required. Support the Content Project Team with the Showtown museum project delivery. |
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| Qualifications | Please mark which are Essential or Desirable ▶ | E/D |
|---|--|------------|
| For information about qualification equivalency click here | | |
| <ul style="list-style-type: none"> Level 2 (GCSE Grade A**-C or Grades 9-4) or equivalent qualification including functional skills in English and Maths | | E |
| <ul style="list-style-type: none"> A Level/NVQ 3 or equivalent in a related subject e.g. history, archives, design, visual arts, heritage management | | E |

| Knowledge, Skills and Experience | Please mark which are Essential or Desirable ▶ | E/D |
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| Knowledge | | |
| Understanding of temporary exhibition production and procedures | | E |
| Evidence of keeping up to date with current museum/heritage/cultural exhibition practice | | D |
| Knowledge of museum/heritage sector policies, standards and procedures | | D |
| Skills | | |
| The ability to work under pressure and prioritise a varied workload | | E |
| Good coordination and planning skills with an eye for detail | | E |
| Good written and verbal communication skills | | E |
| Ability to work as part of a team | | E |
| Ability to plan and manage own time | | E |
| Experience | | |
| Considerable experience of using computer packages (especially spreadsheets and data bases) | | E |
| Experience of the key processes involved in organising exhibitions | | D |
| Considerable experience of working/volunteering in a museum or gallery organisation | | E |
| Track record of delivering quality work on time to agreed levels of quality | | E |
| Experience of undertaking research | | D |
| Experience of supervising others (e.g. volunteers, work placement students etc.) | | D |

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| <p>Initiative and Independence</p> <p>The post holder is required to operate within recognised procedures with some room for initiative. The work may involve responding independently to unexpected problems and situations.</p> <p>The tasks are regulated by professional standards, policies and procedures.</p> |
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| <p>Relationships/Nature of contacts</p> <p>Internal</p> <p>Exhibitions Manager Heritage Service Team Learning and Engagement Team Admin and Finance Team Volunteers</p> <p>External</p> <p>Exhibition consultants and contractors</p> |
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Other museums
 Freelancers – e.g. conservators, designers, technicians, artists
 Object Lenders
 Object Donors
 Researchers
 General public

Responsibility for Resources (Financial, Physical, Capital, Information)

Financial Resources

This post has no direct financial responsibilities

Physical Resources

The post-holder is responsible for personal laptop and mobile, plus technical and practical equipment required for delivering the exhibition programme.

Capital Resources

None

Information Resources

The post holder will have access to potentially sensitive information (e.g. artefact lenders’ personal details, valuation of artefacts)

Access to data within collections and loan records.

Responsibility for People (including supervision/training of staff or clients)

This post has no direct line management responsibilities, but they may on occasion supervise volunteers, students and work placements.

Mental and Emotional Demands

Mental Demands

The post holder will be required to utilise considerable mental concentration and alertness on a daily basis for periods of several hours. The post required attention to detail and consistency. It can be subject to interruption. It is subject to task based targets with predictable deadlines. Occasionally there can be conflicting demands, but these are discussed and resolved with the support of the line manager.

Emotional Demands

The post will not have any specific emotional demands.

Planning Requirements

The post holder will contribute to the planning of exhibitions and sourcing of content.

Key Facts and Figures

The Showtown Museum Project is a c.£14m capital project which will open to the public in spring 2024. It will include a permanent exhibition gallery focusing on six themes – the seaside, magic and the Golden Mile, circus, the Illuminations, Blackpool theatres, shows and celebrities and popular dance. Showtown will also have a temporary exhibition gallery showcasing up to three exhibitions per year. These will come from a variety of sources, hired in, exhibitions created in partnership and co-produced exhibitions.

Working Conditions (This information is used to carry out any pre-employment medical questionnaires and to evaluate the Job Evaluation Working Conditions factor)

Manager Assessment of Working Conditions (percentage of time involved)

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|---|----|--|-----|-----------------------------------|----|
| Manual Handling – Heavy Loads (over 25KG) | 0% | Manual Handling – Light to Moderate (under 25KG) | 10% | Vibrating plant/ tools/ equipment | 0% |
|---|----|--|-----|-----------------------------------|----|

Job Outline

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| Noise | 0% | Repetitive work activity/ operations | 0% | Prolonged standing/ walking | 5% |
| Prolonged sitting in a constrained position | 0% | Confined spaces | 0% | Extremes of temperature (e.g. very hot / cold) | 0% |
| Adverse weather conditions (e.g. frost, rain, etc.) | 0% | Working at Height | 1% | Driving HGV/ LGV/ PCV/ Minibus | 0% |
| Fumes, dusts, gases, etc. | 5% | Solvents, oils, paints, de- greasers, etc. | 0% | Pesticides, herbicides, insecticides | 0% |
| Detergent or other cleaning chemicals | 0% | Biological hazards (e.g. vomit, urine, blood, sharps) | 0% | Display screen equipment | 70% |
| The job involves working with (percentage of time involved) | | | | | |
| Plant and/or machinery | 0% | Vehicles (including driving) | 0% | Electricity | 0% |
| Welding | 0% | Food Handling | 0% | Animals | 1% |
| Working alone | 2% | Working with vulnerable people | 5% | Working with people with additional needs | 0% |
| Working with members of the public | 10% | Other (please state): | | | |
| Frequency of Risks that may apply whilst working in a people related environment | | | | | |
| Risk of Abuse | None | Risk of Aggression | None | Risk of Injury | None |

Vision and Values

Blackpool Council's new Council Plan outlines what our vision and priorities will be during from 2019 to 2024.

Blackpool might be the biggest and the brightest but it isn't without its challenges. We have major social and health issues to deal with, whilst needing to develop and innovate so our town meets the changing desires of modern day audiences.

We need to take advantage of other opportunities - in fields like energy generation - with the same vigour our predecessors had, when building iconic attractions such as the Winter Gardens, the Tower and Tower Buildings, the Pleasure Beach and of course the true one-off that is the Blackpool Illuminations.

This Council Plan is our response to this picture. It's our way of telling the story of our town and bringing the strands of our economy and society together so that everyone – residents, organisations and visitors – knows what we're doing, who we're doing it with and why we're doing it.

Our vision for Blackpool is that we will:

Retain our position as the UK's number one family resort, with a thriving economy that supports a happy and healthy community who are proud of this unique town.

Our Priorities

We have two priorities:

- Priority one - The economy: Maximising growth and opportunity across Blackpool
- Priority two - Communities: Creating stronger communities and increasing resilience

Our Values

We aim to:

- Deliver **quality**
- Be **fair**
- Be **accountable**
- Be **compassionate**
- Be **trustworthy**

Equal Opportunities:

We do our utmost to ensure that there is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of their age, sexuality, religion or belief, race, gender or disabilities.