

### ***Job description and person specification***

<b>1. Summary Information</b>	
Job Title:	<b>Head of Exhibitions and Interpretation</b>
Department:	<b>Public Engagement, Exhibitions, Learning &amp; Outreach</b>
Contract Type:	<b>Permanent appointment</b>
Pay Band:	<b>Band 3</b>
Salary:	<b>£43,500 - £53,000 per annum plus benefits</b>
Location:	<b>South Kensington, London</b>
Hours:	<b>41 hours per week (plus a 1 hour paid lunch break per day)</b>
Application closing date:	<b>9am on Monday 8 August 2016</b>
Interview date:	<b>1<sup>st</sup> round interviews: w/c 15 August 2016 2<sup>nd</sup> round interviews: w/c 22 August 2016</b>
<b>2. Role Summary</b>	
<p>The Head of Exhibitions and Interpretation sits in the Exhibitions, Learning &amp; Outreach team and has responsibility for the delivery of the exhibitions, galleries and spaces that deliver the Museum's strategic narratives and enhance the visitors' experience and engagement with the collection.</p> <p>As a key role within the Public Engagement Directorate the post-holder will lead the definition, development and delivery of a vibrant programme of high profile, temporary exhibitions for a range of audiences together with plans for the longer-term transformation of the Museum's permanent spaces and shorter-term plans to maintain and upgrade key galleries. This role has responsibility for the content, interpretation and production of exhibitions, new galleries and gallery upgrades.</p> <p>With oversight of multiple projects this role will require a pragmatic mindset, a commitment to delivering quality and an ability to prioritise and problem solve. This postholder will be responsible for aligning resources and deploying people optimally in order to achieve the ambitious plans that the Museum has set out through its strategic priorities.</p> <p>This role reports into the Head of Exhibitions, Learning and Outreach.</p>	
<b>3. Role Competences (requirements)</b>	
<ol style="list-style-type: none"> <li>1. Relevant degree or equivalent experience</li> <li>2. In-depth understanding of interpretive planning, exhibition &amp; exhibit design and production.</li> <li>3. Substantial experience of delivering galleries or temporary exhibitions, with a focus on engaging the public with science through collections</li> </ol>	



4. Experience of managing a broad range of internal stakeholders, collaborating across teams and influencing others in order to achieve successful outputs for audiences that meet the Museum's strategic ambitions and values.
5. Understanding of learning within a Museum environment
6. Proven ability to delivery multiple projects on time, to budget and to a high standard.
7. Experience of leading a large team of diverse practitioners working on multiple projects with competing timelines.
8. Proven ability to deliver imaginative interpretation, and a deep understanding of content
9. Understanding of audiences needs in relation to science and museums
10. Highly organised and able to manage competing demands and to strategically prioritise
11. Effective communicator, with high level influencing skills able to advocate and work with senior managers, Trustees and high profile external stakeholders
12. Able to create a culture of development, high performance and people management that leads to improved outputs
13. Aligns functions, resources and deploys people and skills optimally to achieve strategic priorities.
14. Uses long-term, innovative thinking and networking to stimulate new opportunities or solutions and early identification of corporate risks.
15. Effectively operates within the Museum's project and programme framework ensuring that appropriate governance structure is in place.

#### **4. Main tasks and responsibilities (*job description*)**

- Working with colleagues in Science and in Public Engagement, set the 5 year forward plan for the temporary exhibition programme ensuring sufficient research and development time.
- Define, develop and deliver a temporary exhibition programme of 5 exhibitions/year ensuring the appropriate processes are in place to enable long term planning
- Define and deliver the Museum's Gallery Development Plan.
- Lead the Technical Production team to plan the programme of gallery upgrades and maintenance ensuring timely delivery.
- Support the delivery of the International Touring Exhibitions programme
- Across multiple projects, plan and allocate resources so that competing demands are managed, and outputs are delivered efficiently on time and to budget
- Work with colleagues from Science, Corporate Services and Public Engagement to manage competing resource demands from different projects.
- Be responsible for developing and implementing the interpretation and exhibition guidelines for the Museum
- Work with the Design Team to create design briefs, appoint exhibition designers and to deliver interpretative environments and experiences
- Support the delivery of the Museum's strategies including Museum to 2020; Public Engagement; Learning, National, International and Commercial.
- Work with Science to ensure intellectual integrity to exhibitions, collections-focussed approach
- Provide senior leadership on Boards across a range of Museum activity.
- Externally advocate for the Museum at national and international level supporting sector-leadership

#### **Key working relationships**

- Director of Public Engagement – in order to shape and deliver the public space plans and temporary exhibition programme
- Head of Planning and Resources – in order to ensure delivery within resource
- Head of Exhibitions, Learning and Outreach – in order to deliver a coherent annual programme across exhibitions and events; in order to shape and resource major new developments on the masterplan.



- Head of Design – in order to shape the design of the Museum’s exhibitions, galleries and spaces in line with the NHM brand
- Head of Learning and Audiences – in order to plan programming and evaluation in association with exhibitions and galleries
- Head of International Engagement– in order to support the delivery of high profile, touring exhibitions and international consultancy
- Head of Commercial – in order to support the commercial businesses.
- Director of Science, Heads of Earth and Life Sciences – in order to ensure that exhibitions and galleries draw from collections and research and are underpinned by a robust understanding of the science of nature
- Museum Registrar – in order to plan the use of collections within exhibitions and galleries
- Head of Conservation – in order to plan the use of collections within exhibitions and galleries
- Director of Development – in order to support the Museum’s fundraising and advocacy
- Head of Digital Media and Marketing – in order to ensure successful integration of digital products within new galleries and spaces
- Head of Estates – in order to ensure that work is planned and enabling works in place
- Central Projects Office – in order to ensure that work is conducted in line with Museum Governance and best practice in project management

## 5. Diversity and disability

At the Natural History Museum we value the diversity of our staff and volunteers and the benefits they bring to our organisation. We welcome applications from candidates with disabilities.

## 6. Health and Safety

All employees are required to understand and comply with the Museum Health and Safety Management Policy, including taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions whilst at work.

## 7. Application method

You do not need to complete your application online, but we ask candidates to email their application to Chris Wrigley, Recruitment Manager on [c.wrigley@nhm.ac.uk](mailto:c.wrigley@nhm.ac.uk)

Applications should include:

- A comprehensive curriculum vitae giving details of relevant achievements in recent posts as well as your education and professional qualifications.
- A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification.
- Details of your latest salary and notice period

Please note that applications from candidates without a covering letter identifying how they match the roles knowledge, skills and experience will be rejected.

## 8. Selection and appointment

Selection decisions are based on merit with candidates assessed against clear, objective competence at each stage of the recruitment and selection process. All offers of employment made are conditional and subject to satisfactory completion of all pre-employment checks.



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## 9. Salary Information

Salary for the successful candidate will be £43,500 - £53,000 per annum plus benefits.

For a list of museum employee benefits please visit <http://www.nhm.ac.uk/about-us/jobs-volunteering-internships/museum-benefits/index.html> Different rules for pay on promotion may apply to internal candidates. Please refer to the Pay Chapter of the Staff Handbook or contact HR for advice

## 10. Contact for general enquiries

HR general enquiries: Chris Wrigley - [hrrecruitment@nhm.ac.uk](mailto:hrrecruitment@nhm.ac.uk)



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