



## **Exhibitions Officer (Full Time, Permanent)**

### **THE WALLACE COLLECTION**

The Wallace Collection is an internationally outstanding collection which contains unsurpassed masterpieces of paintings, sculpture, furniture, arms and armour and porcelain. Built over the eighteenth and nineteenth centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world.

So that it could be kept together and enjoyed by generations of visitors, the collection was given to the British Nation in 1897. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. Today, our job is to maintain, research, and inspire the public to love and understand the Collection.

### **Salary**

£26,500 to £28,500 per annum dependent on skills and experience.

### **Location**

The Wallace Collection, Hertford House, Manchester Square, London, W1U 3BN.

### **OVERALL PURPOSE AND ROLE**

We are looking for a committed and enthusiastic Exhibitions Officer to join our small Exhibitions team which comprises of The Head of Exhibitions and Collection Care and an Exhibitions Manager. Reporting to The Head of Exhibitions and Collection Care, the Exhibitions Officer and will be responsible for the coordination of arrangements for loans-in and content delivery of several major exhibitions concurrently as allocated from the programme.

### **RESPONSIBILITIES**

#### **Registration and transport:**

- Responsible for maintaining the highest standards of best practice in documentation for loans in to temporary exhibitions meeting The Accreditation Standard and The SPECTRUM Standard are met, in line with The Wallace Collection's policy and procedure
- Negotiation and administration of all loan correspondence including, loan agreements, corresponding with lenders, visiting curators and collaborating venues
- Following the Wallace Collection's Due Diligence Policy: conducting provenance research and keeping accurate records of research
- Setting up and maintaining records on the Gallery's exhibitions management database, or electronic records, in line with the SPECTRUM Standard for documentation
- Applying for Government Indemnity and/or commercial insurance
- Liaising with conservators for conservation/framing work
- Conditions and Loan and Loan Agreement negotiation
- Monitoring expenditure and obtaining estimates
- Monitoring environmental and display conditions, ensuring lender conditions of loan are met in line with National Standards and regular reporting
- Drafting procurement tenders or framework agreements for national and international fine art transport
- Working with fine art transport agents to arrange transport and courier schedules for installation and deinstallation
- Coordinate installation/de-installation teams and schedules (Conservators, Art Handlers, Contractors, Designers, Lighting, in house and freelance)
- Oversee preparation of condition reports and condition check in and out
- Making accommodation, travel and per-diem arrangements for lender couriers
- Coordinate and maintain Known Consignor regulations

**Design and Interpretation:**

- Create scale hangs and layouts for planning purposes
- Coordinate the production of exhibition build, graphics and printed interpretation liaising with external designers and producers
- Coordinate the assembly of content for digital interpretation across various platforms (multimedia, audio, web, app)
- Collate data for various visitor research and evaluation purposes
- Contributing to the Emergency Plan
- Works to the Wallace Collections H&S and CDM regulations
- Proactively stay informed with current policy and emerging disciplines across the sector via Continued Professional Development and networks (MA, UKRG, Collections Management Group, IAL etc)
- Understanding of audiences and visitor experience / experience design

**Publications:**

- Co-coordinating production of exhibition catalogues; liaising with publishers and curators and authors to assemble text, images and proofs to deadline and proof checking
- Picture research and image purchasing for catalogue entries and comparative illustrations, or arranging new photography, ensuring all reproduction and copyrights
- Ensuring complimentary copies are given to lenders and stakeholders
- Ensure royalties from publishers' trade sales are tracked and received

**Programming and planning:**

- Assisting with future exhibition proposals for consideration by the Exhibition Committee
- Creating project briefs and plans and communicating deadlines and key delivery stages across the organization
- Assisting with exhibition project meetings

This job description cannot be considered to be exhaustive and other duties will be determined by circumstances as and when required.

**PERSON SPECIFICATION****Essential**

- Degree level qualification in a relevant subject, or equivalent vocational experience.
- Experience of exhibition planning and/or exhibition registration in a museum or gallery environment
- Working knowledge of Museum Standards and relevant sector policy and procedure
- Understanding of object handling, conservation, packing and display standards and considerations
- Experience of the Loans In procedure
- Experience of monitoring expenditure
- Experience or strong understanding of print production
- Understanding of copyright, reproduction and digital rights
- Strong comprehension of IT and data systems, record keeping and version control
- Excellent accuracy, attention to detail with a highly organised and methodical approach
- Collaborative and supportive team working approach while striving to maintain best practice standards
- Willingness to take responsibility and provide solutions and positive outcomes
- Openness and good communicator
- Desire to contribute to a high performance environment and continued professional development

## **Desirable**

- Experience of project management methodology
- Design software
- Interest in experience design

## **Reports to**

Head of Exhibitions and Collection Care

## **Key Relationships**

External Stakeholders  
Curatorial Department  
Conservation Department  
Communications  
Retail Department

## **Salary, Benefits and Working Hours**

The Salary for this post is within the range of £26,500 to £28,500 per annum dependent on skills and experience.

In addition, the post-holder will receive 25 days paid annual leave plus bank holidays and 2.5 'privilege' days. Employees are also offered membership of an occupational pension scheme and after six months satisfactory service an interest free season ticket loan.

For this post, the normal working week is a five day week, Monday to Friday. The normal working day will be 9am to 5pm. However, some flexibility will be expected as occasionally the need to participate in specialist conferences or wider museum activities will arise.

## **HOW TO APPLY**

Please complete the Application form, and the Equal Opportunities Monitoring form, following the links provided. Please note the equal opportunities form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to [recruitment@wallacecollection.org](mailto:recruitment@wallacecollection.org) by midnight Sunday 16<sup>th</sup> October 2022.

Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on either 28<sup>th</sup> or 31<sup>st</sup> October 2022. Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

Start date: November

Appointment to the role is subject to a satisfactory Basic Disclosure check.

The Wallace Collection is an equal opportunities employer and welcomes applications from all sections of the community.