

Exhibition Manager, Summer Exhibition & Contemporary Projects
Exhibitions Department
Royal Academy of Arts (Unilever House, Blackfriars)
Salary up to £29,000 plus attractive benefits
This position is subject to 5 year reference checks

An essential part of the London art calendar, the Royal Academy's Summer Exhibition is the largest open contemporary art exhibition in the world, drawing together a wide range of new and recent work by established, unknown and emerging artists. It is also one of the largest art fairs in the world and makes a significant commercial contribution to the Academy.

An exciting and rare opportunity for an exceptional individual has arisen to join the team as Summer Exhibition Manager. This position is responsible for other Royal Academy exhibitions throughout the year, principally Royal Academician member shows.

Highly organised and a talented project manager, the successful candidate will possess a thorough knowledge and experience of organising exhibitions, with a meticulous approach to budget management and schedule planning. They must also have excellent attention to detail.

Personable and diplomatic, the successful candidate will be a first class communicator. They must be able to build strong relationships internally and with Royal Academicians and external stakeholders.

Commercially minded, they will be able to demonstrate strong negotiation skills, especially in relation to contract negotiation.

This is likely to suit a Masters graduate of Museum and Gallery studies or similar. The successful candidate must be able to demonstrate a genuine interest and knowledge of the visual arts and a sound understanding and knowledge of the Royal Academy of Arts.

Closing date for applications: Sunday, 30 August 2015 (midnight)
Interviews to be held: Monday 7 and Tuesday 8 September 2015

Unfortunately we are unable to respond to each application individually, if you do not hear from us by 3 September, please assume you were unsuccessful on this occasion.

JOB DESCRIPTION

JOB TITLE: **Exhibition Manager, Summer Exhibition & Contemporary Projects**

DEPARTMENT: **Exhibitions Department**

REPORTS TO: **Summer Exhibition & Contemporary Curator (HSE)**

Main Objective:

Assist the Summer Exhibition & Contemporary Curator in delivering the annual Royal Academy Summer Exhibition and other exhibitions as directed. Provide full project management from selection to close down logistics.

Duties:

1. Contribute to the policy and planning for the Summer Exhibition.
2. Manage Members' exhibitions with HSE and the Academician featured on all aspects relating to the staging of the exhibition.
3. Contribute to the policy and planning of the Members Artistic Programme.
4. Work closely with the Academy's art handlers in the planning of and setting up and taking down of exhibitions.
5. Manage transport and insurance for all Exhibitions covered by the team. Co-ordinate timetables and deadlines, and liaise with art handlers, temporary staff and all staff across the Academy on the implementation of agreed timetables.
6. Responsible for conservation reporting for each exhibition.
7. Schedule entire programme for Summer Exhibition, including the printing of material.
8. Adhere to systems guidelines and data protection best practice for Summer Exhibition, to include database management and method of selling and recording financial information.
9. Motivate and mentor temporary staff and volunteers.
10. Under the supervision of HSE, set and manage budgets for the Summer Exhibition, and other activities. Monitor the day-to-day budget of the team. Check costs and estimates, discuss with HSE as necessary. Monitor expenditure against agreed budget, report overspends and shortfalls, deal with invoice processing and chase for payments. Liaise directly and regularly with Finance representative.
11. Create, manage and monitor all contracts relating to the Summer Exhibition and Members' exhibitions, including touring contracts.
12. Attend and contribute to meetings of the Summer Exhibition Committee. Assist in the setting of the agenda, the circulation of papers the compilation of minutes and the application of resolutions.
13. Organise and minute meetings of the Sub Committee of the Members Exhibition Committee.

14. Organise the prizes associated with the Summer Exhibition, schedule judging and coordinate prize-giving ceremony.
15. Work closely with HSE, Press and Marketing and RA Magazine on all publicity for the departments Exhibitions and activities, including working with the BBC.
16. Represent SE Team at Scheduling, EOMs and other meetings, as requested.
17. Represent the artistic and cultural interests of Members within the Academy.
18. Work with HSE on temporary projects relating to the Membership – Capital Fundraising Campaign and Asian Exhibition tour.
19. Ensure that Health & Safety policies, procedures and regulations are known, understood and complied with by yourself, your team and any contractors, suppliers and all others who work with the team.
20. Undertake any other duty, which may reasonably be allocated by the HMSE or other senior officer.

PERSON SPECIFICATION

KNOWLEDGE, SKILLS & EXPERIENCE

- A degree qualification in a relevant discipline such as Museum & Gallery Management and/or relevant experience.
- Excellent experience (ideally 3+ years) of exhibition management and a strong track record of achievement.
- Strong project manager and excellent logistician
- Knowledge about import and export of artworks including UK tax, temporary and permanent importation rules. Dealing with relevant forms and paperwork.
- Strong knowledge of data protection principles across digital media channels
- Experience of setting, managing and reporting on budgets and of financial forecasting
- Flexible, with a positive attitude to problem-solving
- An experienced negotiator, able to secure the best commercial terms with external suppliers and partners
- First-class written and oral communication skills
- Data-driven, with a numerate approach; proven ability to gather, present and use information, compile reports and make recommendations. Must have experience of analysing and using data to refine sales performance
- Strong interpersonal skills – diplomatic, friendly, articulate, persuasive and confident, a team player. Ability to build effective working relationships with a wide range of colleagues internally and with external stakeholders, to deliver success. Able to brief, provide constructive feedback and get the best out of others