**Current Opportunities**

**Position:** Exhibitions Officer

**Pay:**  £20, 661 - £25,951 per annum dep on experience

**Job type:**  Full time

**Working hours:**  37 hours per week

**Working pattern:** 8:30 – 17:00 Mon – Thu, 8:30 – 16:30 Fri

**About the role**

Our ambition is to transform the Coventry Transport Museum into a national visitor attraction through high impact, innovative programming and we are looking for an experienced Exhibitions Officer to play a key role in achieving this.

As an integral member of a fun and dynamic exhibitions and events team you will use your networks and project management skills to create pioneering and commercially viable STEAM related exhibitions that can attract a national audience.

As a National Portfolio Organisation we are embarking on a 4-year project which will see us dramatically change the work we do across our sites. Team this with the prestigious titles of City of Culture 2021 and European City of Sport 2019 and it is clear this is a pivotal time for Coventry, and Culture Coventry are right at the heart of it.

**About the organisation**

Culture Coventry is one of Britain’s most exciting arts and heritage organisations. Our mission is to promote innovative and creative cultural activities in ways which help to establish them as a significant part of people’s lives. The Trust supports a regular programme of exhibitions, educational workshops, events and performances which attract over 700,000 visitors per year.

Within the Trust we have Coventry Transport Museum, the Herbert Art Gallery & Museum and the Old Grammar School, which are all situated in the heart of Coventry and the Lunt Roman Fort less than three miles away on the outskirts of the City.

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| **We are looking for candidates who have:*** A Minimum of 2 years eexperience managing a creative programme within a science museum setting or equivalent.
* Experience of large-scale commissioning of national and international shows.
* Experience of successfully managing a diverse range of creative projects.
* Experience of budget management, statistical analysis and financial planning.
* Experience of project management.
* An excellent standard of English and written communication skills.
* A positive and flexible ‘can do’ attitude.
* The ability to multitask and stay calm under pressure.
 | **Key responsibilities will include:*** To plan, manage and deliver the temporary exhibitions programme for Coventry Transport Museum.
* To research, plan and deliver highly interactive STEAM based temporary exhibitions and associated events programme.
* To work with national and international networks and organisations to plan, deliver and commission travelling exhibitions.
* Liaise with internal stakeholders to ensure effective and efficient project delivery.
* To identify funding opportunities through external agencies and partnerships to ensure the sustainability of creative programming.
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Please note this post will be based at both the Herbert Art Gallery & Museum and Coventry Transport Museum.

**Closing date for applications : 28th August 2019**

**Interviews to be held : TBC**