



Job Title: Exhibitions Officer, Contemporary Visual Arts

Salary: £25,000 per annum

Contract: Employed Fixed Term to March 2022

Location: Based at Sunderland Museum and Winter Gardens and Northern Gallery for Contemporary Art, Sunderland

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## Introduction

Sunderland Culture is seeking an Exhibitions Officer, with specialism in contemporary visual arts, to work as part of the programme team at Sunderland Museum and Winter Gardens and Northern Gallery for Contemporary Art.

The new post will play a key role in delivering exhibitions and creative learning projects, as part of our National Partners Programme working closely with the Arts Council Collection, Firstsite Gallery in Colchester and Newlyn Art Gallery.

## About Sunderland Culture

Sunderland Culture is firmly place-focussed in its creative and cultural ambition. We work across the city to ensure the power of great art, culture and creativity is harnessed for the benefit of Sunderland, its residents and visitors and work created here is showcased internationally.

Our mission is to improve life for everyone in Sunderland through culture. We will achieve this through 3 strategic ambitions:

1. **Ensure an excellent, diverse artistic and heritage offer**
  - a. Develop our national reputation in glass, photography and contemporary visual art.
  - b. Dissolve the boundaries between our cultural institutions enabling us to present diverse, challenging, high quality art in the place of greatest impact.
  - c. Nurture talent, creative resilience, collaboration and risk within the work produced in the city and by our own creative sector.
  - d. Capture the energy and legacy of the 2021 bid to raise the profile of Sunderland as a cultural city.

2. **Encourage everyone to get involved**
  - a. Grow our current audiences through a joined up artistic, learning and communication strategy, smart use of data and digital.
  - b. Create an inspiring, engaging and quality-driven children and young people's programme that boosts engagement and attainment.
  - c. Work in partnership with other sectors in the city to ensure the programme is responsive to the needs of the city.
  
3. **Secure a revitalised, joined up and accessible cultural infrastructure**
  - a. Develop robust and sustainable operating model for Sunderland Culture.
  - b. Work in partnership to develop a series of new facilities and cultural hubs for the city.

Sunderland Culture brings together the individual artistic and cultural strengths of our key venues:

- Northern Gallery for Contemporary Art (NGCA)
- National Glass Centre
- Sunderland Museum & Winter Gardens.
- Arts Centre Washington
- The Fire Station

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## **How to apply**

For further information or to request an application form, please email

[Jo.Cunningham@sunderland.gov.uk](mailto:Jo.Cunningham@sunderland.gov.uk)

The deadline for applications is 20<sup>th</sup> May 2019. Interviews will take place in Sunderland on Wednesday 12<sup>th</sup> June 2019

## Job Description

<b>Job Title:</b>	Exhibitions Officer
<b>Reports to:</b>	Exhibitions, Collections and Archives Manager at Sunderland Museum and Winter Gardens
<b>Salary:</b>	£25,000
<b>Working hours:</b>	Full Time
<b>Terms:</b>	Fixed Term to 31 <sup>st</sup> March 2022
<b>Location:</b>	Sunderland Museum & Winter Gardens and Northern Gallery for Contemporary Art
<b>Main purpose of role:</b>	<p>The Exhibitions Officer will deliver a programme of contemporary visual art exhibitions and creative projects across Sunderland Culture's venues.</p> <p>In particular, the Exhibitions Officer- will play a key role in all aspects of delivering Arts Council England's National Partners programme in Sunderland, in the research, production and delivery of new exhibitions in the city, Arts Council Collection's national touring programme and related events and activities.</p>
<b>Key Tasks and Responsibilities:</b>	<p>The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.</p> <ul style="list-style-type: none"> <li>• Support all aspects of the research, preparation, design, delivery, production, installation, maintenance and de-installation of exhibitions and activities related to the National Partners programme.</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise with Arts Council Collection staff and colleagues at the two other National Partners, Firstsite, Colchester and Newlyn Art Gallery, attending meetings as required.</li> <li>• Handle the detailed logistics of the programme, administering loans including transport, security, insurance, condition checking (alongside conservators) and monitoring their condition across the exhibition period.</li> <li>• Support all aspects of the research, preparation, design, delivery, production, installation, maintenance and de-installation of contemporary visual arts exhibitions at Sunderland Culture venues including Sunderland Museum and Winter Gardens, NGCA and Arts Centre Washington</li> <li>• To assist in administrative tasks including setting up meetings, raising orders, writing reports and keeping accurate records.</li> <li>• To work with learning and curatorial staff to develop interpretation suitable for a wide range of audiences.</li> <li>• To work with communications and development staff to promote the exhibitions, events and activities.</li> <li>• To assist in the evaluation of the programme as identified by Sunderland Culture and Arts Council Collection.</li> <li>• Work within the context of Sunderland Culture’s Equal Opportunities policy and all other Sunderland Culture policies.</li> </ul>
<p><b>Special circumstances:</b></p>	<p>Any such matters within the scope of the post as may be specifically delegated by the line manager.</p>

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### Person Specification

Key competencies	Essential	Desirable	Assessed by
<b>Qualifications and Professional Membership</b>	Degree or equivalent qualification or experience in Art or Art History, or other relevant, related subject.	Post-graduate museums qualification or equivalent	Application
<b>Knowledge and Experience</b>	<p>A creative approach to exhibition development.</p> <p>Demonstrable interest in and experience of working with artists and curating visual arts.</p> <p>Working knowledge of best practice in gallery interpretation.</p> <p>Ability to plan, budget and manage successful events of various scales and types.</p> <p>Excellent organisational skills</p> <p>Experience of working in partnership</p> <p>Knowledge of contemporary visual arts</p>	<p>Experience of organising complex loan exhibitions including negotiating loans, producing facilities reports, Government Indemnity applications, loan agreements and couriers.</p> <p>Experience of commissioning artists.</p> <p>Knowledge of evaluation and monitoring tools and techniques</p> <p>Knowledge of the Arts Council Collection</p>	Application and interview

<p><b>Personal Qualities</b></p>	<p>Efficient and courteous at responding to exhibition enquiries from the public, other organisations, artists and freelancers.</p> <p>Committed to working effectively and supportively in a team.</p> <p>Confident and able to relate well to people, with good communication skills.</p> <p>Highly motivated and able to work in an accountable system and to deadlines.</p> <p>Good problem solver</p> <p>Flexible approach</p>		<p>Application and interview</p>
<p><b>Special requirements</b></p>			