

PITZHANGER

MANOR & GALLERY

Pitzhanger Manor & Gallery Trust Exhibition Manager

JOB DESCRIPTION

ROLE

To support the delivery of an excellent programme of exhibitions at Pitzhanger.

Pitzhanger organises a programme of exhibitions throughout the year which are a crucial element of its public programme: these range from major artist shows in Pitzhanger Gallery (eg Anish Kapoor, Es Devlin, Julian Opie), to thematic exhibitions, community displays and interventions across the site, including outside in the surrounding gardens, within the Manor and in the Soane Gallery.

The Exhibition Manager will support the successful delivery of Pitzhanger's exhibition programme by project-managing the exhibitions, overseeing all the logistics within budget, from initial plans through to install and de-install, and liaising with artists, lenders, curators, contractors and the Pitzhanger team. The Exhibition Manager will also curate specified displays.

Reports to: Head of Engagement (initially), to be reviewed as the organisation grows

Hours: Three days a week

MAIN DUTIES

- Work closely with the Head of Engagement, the Director and appointed curators (whether internal or external) on the delivery of Pitzhanger's programme of exhibitions;
- Oversee all the logistics for the successful delivery of the exhibition programme, including producing a detailed schedule for each exhibition; agreeing with the Head of Engagement the allocation of specific responsibilities for relevant tasks, and appointing the team of freelance contractors required to deliver it within budget;
- Develop good relationships with artists, their studios, partner institutions, lenders and key stakeholders, and work with diplomacy at all times to manage the relationship with them. Where agreed with the Head of Engagement, manage and negotiate loan agreements, relevant contracts and related correspondence as appropriate.
- Manage the planning of design, layout, lighting, condition control, AV, IT, etc as required for exhibitions, working closely with the Head of

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Engagement, curator and appointed designer. Liaise with the contractors and internal teams during implementation and completion.

- Oversee the logistics for the transport, packing, installation, H&S, risk management, and care of works of art in accordance with best practice and applicable policies;
- Manage external consultants and contractors (including guest curators, designers, conservators, art handlers, transportation teams, etc) and address issues as they arise effectively and efficiently;
- Liaise with members of the Pitzhanger team (incl Public Programmes, Finance, Learning & outreach, Comms, Operations, Front of House) throughout all projects, from early planning stage, to ensure good information flow, understanding of the constraints of the schedule and smooth delivery of each exhibition;
- Working with the Public Programmes team support the delivery of public programmes and learning events within the gallery spaces or connected with the exhibitions;
- Curate certain exhibitions and displays as agreed with the Head of Engagement;
- Contribute ideas to support future planning of the exhibition programme; Investigate opportunities for exhibitions to tour;
- In liaison with the Operations team, develop and oversee the implementation of plans for efficient and effective monitoring of conditions at Pitzhanger, for condition checking of works (in exhibitions and in the collection) and for the care of exhibits. Liaise with lenders as appropriate.
- In liaison with the Operations team arrange and oversee all logistics for maintenance and repair of the gallery spaces;
- Oversee updates to interpretation materials throughout Pitzhanger;
- Assist with plans to manage additions to the collection; review potential acquisitions.
- Manage budgets for exhibitions to ensure expenditure remains within budget, and liaise closely with the Finance team;
- Record and manage databases of all exhibition-related data (including images) efficiently and accurately; Co-ordinate the production of exhibition reports and reviews, during and after exhibitions, and all appropriate reporting for the Senior Management Team, Board of Trustees, etc.
- Keep up to date with sector developments, policies, legislative developments and best practice; working with the Head of Engagement, draft appropriate Pitzhanger policies and keep these under review and updated;
- To be flexible to adapt to the changing needs of the organisation and the role as Pitzhanger grows.
- Actively to support the values and vision of Pitzhanger Manor & Gallery.

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- Undertake such other duties which may reasonably be requested by your line manager or other members of the Senior Management Team and are in keeping with the role of Exhibition Manager.

PERSON SPECIFICATION

EXPERIENCE

- Several years of relevant exhibition organisation experience, preferably in a visual arts organisation;
- Practical experience in the handling, transportation, installation/de-installation and display of artworks, together with other registrar duties;
- Experience of planning exhibition schedules and preparing and negotiating agreements with third parties;
- Staff supervision experience;

SKILLS

- Excellent project management skills, well organised, an excellent administrator with good attention to detail;
- Ability to develop strong working relationships: with colleagues, contractors, consultants, key stakeholders (internal and external); confident with ability to assert Pitzhanger's needs and requirements;
- Flexible, problem solving approach, and able to work to deliver multiple projects to agreed deadlines within tight schedules;
- Excellent communication skills, written and spoken; strong drafting skills and ability to produce accurate, informative and effective reports;
- Sound financial acumen and budget management skills;
- Computer literate with specific knowledge of Excel, Word and confidence managing databases.
- A talent for working collaboratively in a small but dedicated team, willing to perform varying functions depending on the shifting needs of Pitzhanger as the team grows;
- A genuine interest in the work and aspirations of Pitzhanger.