

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Exhibitions & Engagement Officer	JEID	R0340
Salary Grade:	Scale H		
Team:	Learning and Community Engagement Team		
Service Area:	Heritage and Culture		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Senior Learning & Community Engagement Officer		
Responsible for:	n/a		

#### Role Purpose

The Exhibitions & Engagement Officer leads the development of Heritage and Culture Warwickshire's Exhibition programme, with a focus on Market Hall Museum and shared programme with Warwickshire Libraries. Working with the Learning and Community Engagement and Collections teams, the postholder will co-ordinate all aspects of exhibition programme planning, design and interpretation, and lead on maximising engagement with Warwickshire's communities – with a particular focus on those priority groups identified within HCW's Equalities Action Plan.

#### Role Responsibilities

To lead and co-ordinate the delivery of HCW's exhibition programme at Market Hall Museum

To lead the delivery of the shared (temporary) exhibition programme developed and delivered through Warwickshire Libraries

To work with the Collections & Engagement teams to develop appropriate engagement and interpretation delivery for each exhibition

To lead the HCW Programme Group, co-ordinating a shared framework for exhibition and programme planning on an annual basis

To play an active role in the delivery and review of HCW's Equalities Action Plan, with a focus on audience engagement (qualitative & quantitative)

To support the exhibition design and build at Market Hall Museum and additional exhibitions at venues across the county when required

To maintain an awareness of HCW audience profile data to assess engagement levels from Warwickshire

communities

To maintain high levels of collections care in relation to the installation and handling of objects and archives as part of the exhibition delivery programme

To support appropriate environmental conditions in the care of objects and archives in the planning and delivery of the exhibition delivery programme

To make best use of HCW and other funder's budgets when planning exhibition resource requirements

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Degree (or equivalent) in a related subject	A, D
Experience of exhibition planning and delivery within a Museum/Heritage or Art Gallery environment	A, I
Experience of using a range of engagement and interpretation methods as part of a heritage/museum display/exhibition programme	A, I
Professional training and/or experience of handling objects and archives from Museum and/or Gallery collections	I
An understanding of environmental management of Museum objects and archives	A, I
Able to work flexible hours (including evenings & weekends) to meet the needs of the post	A, I
Ability to manage time effectively to meet deadlines	A, I
Excellent communication skills	A, I
Experience of working with a broad range of staff when planning and delivering programmes of work	A, I
Ability to work independently and as part of a team	A, I
Experience of budgeting and financial management	A

### Desirable Criteria

Assessed By:

MA or further qualification in a related subject	A, D
Experience of working with artists/arts organisations in developing exhibition programmes and interpretation	A, I
Experience of developing exhibition programmes and interpretation specifically aimed at diverse communities or hard to reach groups	A, I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse

<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	