



Job description for Exhibition and Interpretation Officer

Department:	Curatorial
Reporting to:	Chief Curator
Salary:	£23,500
Hours:	Permanent, full time (37.5 hours per week, usually Monday to Friday). Some weekend and evening work will be required
Holiday:	25 days holiday plus 8 days public holidays

American Museum & Gardens

The mission of the American Museum & Gardens (AM&G) is to educate, stimulate, and inspire its visitors to further the understanding of American history and culture. The Museum carries out this mission through the presentation of its historic rooms, its decorative art and folk-art collections, and its special exhibitions, learning programmes, and gardens. Our organisation is the only one of its kind outside the boundaries of the United States. We welcomed over 70,000 visitors last year, most of them British.

It is an exciting time to join the AM&G as we are going through a significant period of growth – with increased visitor numbers, revenue, and deeper engagement with our audiences. We are looking to continue to grow in the coming years and this role will play an important part in helping to achieve our goals.

About the role

An exciting opportunity has arisen to join the small but committed curatorial team at the American Museum & Gardens. The curatorial team are responsible for looking after the Museum collection of 12,882 artefacts as well as the overseeing the permanent galleries and special exhibitions programme.

As a core member of the American Museum's curatorial team, your role as Exhibition & Interpretation Officer is key in helping the Museum reach new audiences and grow visitor numbers through our exhibition programme. Your primary role will be to support the sourcing, project management, development, and delivery of the American Museum & Garden's special exhibition programme. Guided by the Chief Curator and Collections & Public Engagement Director and working on several projects concurrently, you will take the lead in securing special exhibitions for display in our temporary exhibition gallery. These will be a mix of object and non-object exhibitions created in-house, sometimes working with guest curators, as well as external turnkey exhibitions from international tour providers.

You will play a vital role in cross-departmental communication, ensuring that colleagues across all Museum departments are informed of developments regarding the temporary exhibition programme, and that all departments are supplied with the appropriate information to support the delivery and

promotion of the special exhibition programme and supporting events ensuring that we deliver exhibitions to budget and on time.

In addition to your work on temporary exhibitions, you will support the curatorial team with the care and presentation of the permanent displays. In particular you will assist the Chief Curator with the interpretation of Museum's collection, focusing on diversifying stories presented within our galleries and creating a broader history of America. In collaboration with the Chief Curator, you will identify the best methods for interpreting permanent displays and produce content for panels, interactives, and other methods of interpretation.

Key Responsibilities:

Exhibitions and Collection Displays

- Provide support to the Chief Curator in the coordination of temporary exhibitions, collections displays and other curatorial projects, from the development stage of a project through to its realisation.
 - Develop visitor-focused, creative interpretation plans and work collaboratively with the Chief Curator to develop exhibition and interpretation content
 - Assist with the development of project briefs for temporary exhibitions and permanent displays
 - Commission and select content for exhibitions, permanent gallery renewals, and updates to digital products (including web and gallery interactives), ensuring all copyright permissions and other licences are cleared and recorded
 - Draft, edit and proofread interpretive text as required
 - Project manage small scale exhibitions and interpretation projects as directed by the Chief Curator
 - Work collaboratively with designers, artists, consultants and contractors to ensure that deadlines are met
 - Work closely with the Registrar, Collections Assistant, and Estates team to schedule formal loan requests and exhibition build
 - Ensure that all necessary internal approvals are sought, gained and implemented
 - Gather and collate exhibition review feedback following the closure of each exhibition or completion of project
- Support with condition-reporting and conservation cleaning of exhibition loans and collection objects on an as needed basis.

General and administrative

- Set up and lead project update meetings for staff from across AM&G, ensuring clear and timely communication of project goals and associated schedules, and taking minutes and circulating actions points
- Compile and circulate exhibition proposals for discussion with the Collections & Public Engagement Director, Chief Curator, and Exhibition Committee
- Support the Communications Team with the provision of information for marketing and publicity purposes.
- Assist with private views and other Museum events
- Respond to public enquiries concerning the collection and exhibitions.
- Represent the American Museum & Gardens at external meetings as directed by the Chief Curator.

- Supervise curatorial volunteers, interns, and work experience students as directed by the Chief Curator
- Key member of the emergency response team, and prepared to respond to emergencies out of usual work hours
- Through the Performance and Development Review (appraisal) process, look to identify areas of professional development, keep current on museum best-practice and attend training days and sessions and to increase knowledge and expand skills.

Other

- Promote and support the charitable aims of the Museum.
- Take positive action to promote Equity, Diversity and Inclusion in all aspects of the Museum.
- Abide by organisational policies such as health and safety, and safeguarding.
- Maintain confidentiality in all aspects.
- Be flexible and undertake any other reasonable responsibilities appropriate to this role.

Benefits for working at the American Museum include:

- 20% discount on purchases in our café and 10% discount in our shop.
- Free parking.
- Free entry to the Museum for you and your immediate family, and 6 guest passes.
- 25 days annual leave plus bank holidays.
- Wellbeing programme (free weekly yoga classes).
- Pension Scheme 8% (4% museum, 3% personal contribution and 1% from government).
- First Bus Commuter Travel Club.
- Healthshield Membership.

Person Specification

Essential:

- Demonstrable interest in one or more of the following: museums, history, historic properties, and presentation of their collections, including current issues that may impact this
- An organised approach to work, including excellent time-management skills
- Confident computer user, familiar with a range of software including word processing and photo editing programmes and spreadsheets
- Excellent verbal, written and presentation communication skills
- Familiarity with budget and project management
- Understanding and knowledge of exhibition development
- Flexible approach, with an ability to prioritise workload and work to multiple deadlines
- Able to work in collaboration with other departments, as part of a diverse team of paid staff members and volunteers
- Preparedness to work within health and safety guidelines
- Willingness to undertake continuing professional development and personal skills development

Desirable:

- Professional qualification in museum or heritage studies, or proven commitment to ongoing training in best practice in the sector

- Experience using and maintaining a collections management system (preferably Axiell Collections) or other form of database system
- Experience of exhibition and loan coordination in a museum, gallery or heritage setting
- Experience of coordinating loan requests for exhibitions
- Knowledge of decorative arts or American history
- Practical experience working with museum collections, including object handling and preparing items for exhibition or display
- Understanding of preventative conservation and current conservation practice
- Knowledge of SPECTRUM and ACE Accreditation standards
- Knowledge of emergency procedures

Other information

The American Museum & Gardens is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff members to share this commitment. This role may be subject to a basic Disclosure and Barring Service (DBS) check. If called for interview, you will be asked to disclose details of any convictions which are not yet spent. The American Museum & Gardens is an equal opportunities employer.

To apply

To apply please send a **CV and covering letter** outlining how you meet requirements of the role, together with a completed **Equal Opportunities Monitoring Form** to Kate Hebert, kate.hebert@americanmuseum.org or by post to The American Museum & Gardens, Claverton Manor, Bath BA2 7BD. **Closing date for applications: 28th May, 12noon.**