

Job description and person specification

1. Summary Information	
Job Title:	Touring Exhibitions Collections Coordinator
Department:	Public Engagement – Touring Exhibitions
Contract Type:	Permanent Appointment
Pay Band:	Technical and Professional 2
Salary:	£26,823 per annum plus benefits
Location:	South Kensington
Hours:	41 including lunch breaks
Application Close Date:	Midnight on Wednesday 6 May 2015
Interviews expected:	Friday 15 May 2015
2. Role Summary	
<p>This is a new role to join a growing Touring Exhibitions section of the Museum’s International Engagement Department. The Touring Exhibitions Collections Coordinator will oversee the planning and installation of the Natural History Museum’s collections at venues worldwide, as well as assisting with the formulation and execution of related touring exhibition procedures. This role will include extensive global travel to hosting venues. Reporting into the Touring Exhibitions Operations Manager, the role holder will manage object loans to hosting venues by liaising with external stakeholders and service providers, as well as other sections of the Museum, such as Central Registry, Conservation, Content Production, Heads of Collections, Curatorial, and Security.</p> <p>The successful candidate must be experienced in object handling and have excellent interpersonal skills. Strong organisational, forward planning and problem-solving skills are essential, as is a keen attention to detail. Candidates must additionally have sound knowledge of international standards for museum collections, be proficient with computer software (such as Excel and File Maker Pro, with experience of KeEMu also desirable), and ideally have extensive experience working with collections on tour, including experience of packing, transportation and exhibition installation.</p>	

3. Role Competences (requirements)

Applicants must demonstrate evidence of the detailed competence outlined below to be considered for the post. Please address each competence in the '**Other Information**' section in the online form.

1. Educated to a degree level (or equivalent qualification) in a relevant natural history subject, fine art, museum studies, museum conservation or related discipline
2. Experience of handling, documenting, and packing a variety of museum objects
3. In-depth familiarity with, and good working knowledge of, international standards for the management and care of museum collections
4. Good working knowledge of international requirements for touring objects worldwide
5. Excellent written and verbal communication skills, with the ability to work successfully with a wide-range of different teams within the Touring Exhibitions department and across the Museum
6. Excellent planning and organisation skills
7. Demonstrable understanding of the logistics and practicalities of touring exhibitions, ideally combined with experience of touring museum collections, including transportation and exhibition installation
8. Experience of client and stakeholder management; providing a high quality of service and advice to ensure smooth delivery of projects
9. Proven understanding of establishing health and safety frameworks, including risk assessment and operating procedures
10. Knowledge of, and ideally experience in, budget management, including establishing cost estimates
11. Strong attention to detail, combined with the ability to remain calm under pressure and solve problems efficiently and effectively
12. Proficient with computer software (such as Excel and File Maker Pro; with experience of KeEMu also desirable)

4. Main tasks and responsibilities (job description)

- Oversee install, exit and handling of travelling exhibition loans at hosting venues, and return of the exhibition to the Museum, involving a range of materials (natural science specimens, library collections and fine art)
- Liaise with Collections Managers, Security Managers and Registrars at hosting venues in preparation for installation and exit of objects in touring exhibitions
- Support the Touring Exhibitions Operations Manager and Interpretation Developer in selecting objects for new touring exhibitions and, working with the Museum Registrar and Conservation team, advise on legal issues, feasibility, and suitability
- Review, create and maintain documentation records (facility reports, loan agreements, condition reports); working closely with the Museum's Central Registry to ensure all documentation is accurate
- Work closely with the Touring Exhibitions Operations Manager to organise shipping for objects (arranging transport, facilitating customs, applying for import/export permits & verifying immunity from seizure, supervising fine art packers, craters and shippers), in line with the Museum's procurement process
- Assist and provide support to the Head of Touring Exhibitions, Museum Registrar and other senior museum staff, as requested, providing advice and expertise on art transport, courier practice, loans, insurance and indemnity, and customs and legal questions
- Ensure that practice and procedures are reviewed regularly and the section is operating at greatest efficiency; contribute to policy and procedural reviews and incorporate changes in policy and procedure into sectional operations
- Work with the Museum's Central Registry to monitor commitment of objects to different exhibitions
- Provide input into operational budgets in terms of object related costs



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5. Diversity and disability

At the Natural History Museum we value the diversity of our staff and volunteers and the benefits they bring to our organisation. We welcome applications from candidates with disabilities.

6. Health and Safety

All employees are required to understand and comply with the Museum Health and Safety Management Policy, including taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions whilst at work.

Line Managers at The Museum are additionally required to ensure all workplace health and safety risks that may affect their staff, or arise from their operations are controlled in accordance with UK law and Museum procedures.

7. Application method

Apply on-line before the closing date through the NHM website: <http://www.nhm.ac.uk/search-vacancies>. For internal applications please apply through the [Internal NHM website](#)

- Complete the on-line application form. In the '**Other Information**' section, please provide specific examples from your achievements, knowledge, skills or experience to demonstrate how you meet each of the role competences (section 3) for the role. *You must complete this section.*
- Please use one field per competence and a maximum of 140 words per field
- Tell us what attracted you to the role.
- Tell us about anything else you believe is relevant to your application.

Please note:

- '**Other Information section**' the system runs on a 35 minute cycle and you will lose any unsaved information that you have not saved.
- You must **fully complete** your on-line application and we **discourage** the use of CVs.
- Partially completed applications with CVs attached **will be rejected**.
- Individual cover letters and CVs submitted outside of the on-line application system **will not be considered**.

If you wish to provide additional information other than a CV to support your application you may upload this on to your on-line application. A maximum of 2 documents may be uploaded. Each document should not exceed 1Mb.

You are advised to prepare your examples and evidence in a word document before transferring them to the on-line application form.



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8. Selection and appointment

Selection decisions are based on merit with candidates assessed against clear, objective competence at each stage of the recruitment and selection process. All offers of employment made are conditional and subject to satisfactory completion of all pre-employment checks.

9. Salary Information

Salary for the successful candidate will be £26,823 per annum.

For a list of museum employee benefits please visit <http://www.nhm.ac.uk/about-us/jobs-volunteering-internships/museum-benefits/index.html>

Different rules for pay on promotion may apply to internal candidates. Please refer to the Pay Chapter of the Staff Handbook or contact HR for advice.

10. Contact for general enquiries

HR general enquiries: Kathryn Roberts - hrrecruitment@nhm.ac.uk

Tel: 020 7942 5898



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