

Job Description

Job Title:	Exhibitions Officer
Reports To:	Museum Director/Head of Exhibitions
Salary :	circa. £25,000 p.a.
Start Date :	January 2022
Contract Type :	Full time
Hours:	Monday to Friday - and out of hours alarm call response as needed
Based at :	Halton Museum Resource Centre, Wendover but will also be required to work at the Museum at 9 Church Street in Aylesbury

Main function of role:

Discover Bucks Museum (formerly known as Bucks County Museum) is renowned for the excellence and quality of our temporary exhibitions programmes and relies on the expertise of our talented staff to deliver this high standard for all our visitors and communities. The Exhibitions Officer is a key team member in delivering this service – the role is responsible for installing and deinstalling all temporary exhibitions and assisting with permanent exhibition change overs, packing and moving a wide range of objects from the archaeology, social history, geology, natural history and art collections to other locations locally or nationally, managing the Halton Resource Centre buildings and services liaising with Bucks Council Property Services and making a wide range of creative exhibits for exhibitions and learning services or fixtures and fittings creations and repairs.

The outgoing Exhibitions Officer has been in post for many years and is now retiring in April 2022. We are looking for another Exhibitions Officer with similar skills to ensure the quality of our delivery in the future. You will have lots of practical skills and experience in selected trades such as carpentry, building and creating things, the ability to lift heavy objects and stamina for daily practical work, putting on exhibitions, general property and alarm management and a driving licence with experience of driving vans. Training and support for specific areas of the role will be given to help the successful candidate develop necessary skills for this post.

We would like the new post holder to start in January 2022 to allow up to a 3 month hand over and training in key skills needed to do the role.

Key Responsibilities:

- Every member of staff is expected to show respect to their colleagues and to understand and adhere to the Company's standards and values; they are also expected to work in a collaborative fashion and to support all the teams with which they have contact in achieving the Museum's objectives.
- Carry out the installation and deinstallation for around 4 to 5 temporary exhibitions per year under the direction of the Head of Exhibitions
- Maintain workshop area at Halton Resource Centre to high standard ensuring all equipment is tested according to legal compliance and safety requirements annually and servicing of workshop machinery
- Take responsibility for ensuring Halton Resource Centre buildings are safe and properly maintained, reporting faults to landlord Buckinghamshire Council Property Services and liaising with contractors and suppliers for entry and safe working practices, providing energy readings for suppliers and Council as needed. Out of hours checks of the property during holiday periods
- Answering alarm call outs as needed out of hours overnight and when offices are closed and dealing with emergency building issues
- Take responsibility for ensuring health and safety requirements are delivered at the Halton Resources Centre including fire risk assessments, fire alarm testing and organising evacuation practices and extinguisher testing, PAT testing and fixed wire testing, legionella checks and all safety procedures and documentation in health and safety compliance areas are carried out and kept up to date
- Leading training/briefing for Halton Museum staff to ensure all staff work in a safe environment and are compliant in health and safety matters
- Museum van care including MOT, repairs, breakdown and insurance cover annually and booking of congestion charge/ULEZ for travel to London
- Driving and packing museum van with artefacts to museum standards to transport to Museum or to other locations in the region or nationally as required
- Collections care requirements including racking assembly and mount making
- Grounds maintenance at Halton – weeding, beech hedge trimming and removal of green waste, clearing gutters and drain pipes, maintenance of garden furniture including at Museum
- Creation of units and fittings and painting as needed for Museum retail, café, Art Gallery, offices and learning spaces
- Monthly fixture testing and record keeping of Roald Dahl Children's Gallery exhibits, painting and repairs as needed
- Great Missenden stores checks and meter readings on a monthly basis

Key Measures/outcomes:

- High standard of temporary exhibitions delivered at the Museum or for SLA clients in other heritage organisations
- Well maintained and safe working buildings at Halton Resource Centre
- Excellent practical support for colleagues to ensure Museum programmes and aims can be delivered

Other significant duties/responsibilities

- Pro-actively develop own skills, knowledge and experience, both of our industry and best practice within it and contribute to the development of colleagues wherever possible.

PLEASE NOTE: In addition to the duties and responsibilities listed, the jobholder is required to perform other tasks or duties commensurate with the role, as reasonably requested by their manager from time to time.

Applications :

Please complete the application form on our web site at <https://www.discoverbucksmuseum.org/work-with-us/> and email completed form to director@discoverbucksmuseum.org

Deadline for applications : Tuesday 23 November at 9 am

Interviews and assessments : 29 /30 November

Candidates need to ensure they can be free on these dates for the assessments to select the successful candidate.