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# Recruitment information

## Job description and person specification

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<b>Your title</b>	Exhibitions and Interpretation Officer
<b>DBS check</b>	This post requires a basic DBS check
<b>Post number</b>	PRN000211
<b>Your team</b>	Culture, Leisure and Environment
<b>You would be based</b>	Civic Centre, Esher
<b>Your line manager</b>	Museum Manager

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## About the role

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Elmbridge Museum is a dynamic local authority service which is passionate about increasing opportunities for people to engage in arts, culture and heritage throughout the borough. We run an active programme of events for families, schools and community groups; create innovative temporary exhibitions which tour to a range of community venues; work with volunteers to provide a thriving Local Studies research service; and care for a diverse collection of over 43,000 objects dating from the Stone Age to the present-day including archaeology, art, coins & medals, costume, geology, natural history, photography and social history.

We are looking for a creative, organised and motivated individual to join the team to deliver the museum exhibition programme designed to bring local history to life for a range of audiences. This is an active role that involves collections research, display installation, the delivery of outreach activities, partnership working with community groups and the development of online content to extend the reach of the physical displays. The post holder will find innovative and exciting ways to develop the programme and increase public engagement with and access to the collection.

The successful candidate will demonstrate excellent research, communication and organisational skills to manage a thriving and diverse display programme. They will be passionate about the potential of objects to engage the community and tell stories about the borough and excited at the prospect of working with community groups to promote diverse narratives. They will work effectively both independently and as part of the team and will be confident using digital software to create engaging content for the museum website. The post holder will need a flexible approach to work and a full driving license to enable travel to off-site stores and display venues.

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## The main purpose of the role:

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- To plan, produce, maintain, promote and evaluate all exhibitions, community displays and associated events, including online exhibitions.
- To develop and maintain community partnerships and implement new and innovative ways of sharing the collection with the public.

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## Specific duties and responsibilities

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1. Manage a programme of temporary exhibitions at the museum's display venues within the community, bringing local history to life for a wide range of audiences.

2. Conduct thorough research using Local Studies resources and develop new interpretation of the museum collection.
3. Work with the Collections Officer to prepare objects for installation, ensuring objects are mounted, transported and installed in line with best practice sector standards.
4. Create online exhibitions, blogs and other content for the museum website to complement the physical displays and showcase the museum collection.
5. Work with the Marketing Officer to produce marketing material and actively share and promote the museum's display programme within the borough.
6. Build and maintain relationships with partners and stakeholders in the community to facilitate the development of the outreach exhibitions strategy and reach a broad cross-section of audiences.
7. Deliver talks in the borough to community groups and the public to bring exhibition topics to life and promote the sharing of research and information.
8. Implement and manage the evaluation of the temporary displays and exhibitions' programme.
9. Work with the Learning and Outreach Officer to develop the interpretation and use of the collection for lifelong learning participation.
10. Manage exhibitions volunteers and student placements to add value to the display programme.
11. Manage the exhibitions budget.
12. Provide a high standard of customer care as set out within the Elmbridge Borough Council's Customer Care Policy.
13. Attend weekend / evening meetings and events as required.

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## **What's missing?**

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Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

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## **Your conduct**

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We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

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## **Equal opportunities**

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We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

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## **Health and safety**

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We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

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## **Personal and sensitive data**

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You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

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## **Talent development**

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We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

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## **Confidentiality**

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We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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## Person specification

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**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

### **What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

## Exhibitions & Interpretation Officer

**Team:** Culture, Leisure and Environment

**Salary:** Scale 4 £29,028 – 31,390 pro rata

**Post no:** PRN000211

**Hours:** 28.8 hours per week

**Car allowance:** C3 – Frequent Car User

## Education

No.	Key requirements	Desirable/essential	To be tested by: Application (A) Test (T) Interview (I)
1	Museum professional qualification or knowledge developed through experience	E	A / I
2	Degree in a relevant subject related to the Museum's collections	D	A / I

## Experience

No.	Key requirements	Desirable/essential	To be tested by: Application (A) Test (T) Interview (I)
3	Experience and demonstrated ability interpreting collections for a wide range of audiences	E	A / I
4	Experience and demonstrated ability to devise and implement an inspiring programme of displays and community-focused events	E	A / I / T
5	Experience of design software, website CMS and delivering online interpretive content	E	A / I
6	Experience of public speaking	E	A / I
7	Museum object handling training	D	A / I
8	Experience working with a museum collections database	D	A / I

## Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application (A) Test (T) Interview (I)
9	Effective organisational skills and the ability to manage workload and meet deadlines	E	A / I
10	Ability to work on own initiative and as part of a team	E	A / I
11	Effective interpersonal, oral and written communication skills	E	A / I
12	Highly motivated, creative and innovative	E	A / I
13	Effective research skills	E	A / I / T
14	An interest in collections representing local history	E	A / I / T
15	Knowledge and understanding of audience segmentation and visitor motivations	D	A / I / T
16	Knowledge of current marketing strategies	D	A / I / T

## Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application (A) Test (T) Interview (I)
17	Flexible approach to work arrangements and the ability to work evening and weekends as required	E	A
18	A current driving license (you do not need your own vehicle as the Council provides electric vehicles for use by staff)	E	A
19	Required to be part of the Museum Emergency Response Team	E	A