



## **EXHIBITIONS MANAGER**

**DEPARTMENT:** Exhibitions  
**REPORTS TO:** Senior Exhibitions Manager  
**CONTRACT TYPE:** Permanent

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### **ABOUT THE DEPARTMENT**

The Royal Academy's Exhibitions Department organises an internationally recognised programme of exhibitions every year, focusing on solo exhibitions of historic, modern and living artists, artistic schools and movements, key international collection and large-scale major surveys of global art and artists.

Drawn from public and private collections, the programme is often organised in partnership with leading museums internationally. It is displayed in three suites of galleries: the Main Galleries (approximately 1900 square metres), the Jillian and Arthur M. Sackler Wing of Galleries (approximately 330 square metres) and the Gabrielle Jungels-Winkler Galleries (approximately 320 square metres). The Main Galleries are one of the largest temporary exhibition galleries in Europe.

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### **PURPOSE OF ROLE**

To contribute to the successful delivery of the RA's Exhibitions Programme by project managing specific exhibitions, from inception to conclusion, ensuring the smooth running of all exhibition logistics and adherence to defined budgets

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### **KEY RESPONSIBILITIES**

#### Organisation

- Organise and manage all aspects of exhibition (and touring exhibition) logistics to include loan lists, insurance, British Government Indemnity, transport and installation/de-installation requirements. Ensure they are in accordance with individual exhibition needs, Health & Safety and Construction Design and Management (CDM) regulations and agreed departmental policies and practices
- Establish positive working relationships with all lenders and key stakeholders, work with diplomacy and discretion at all times to negotiate and authorise loan agreements, manage all correspondence in relation to conservation, transport, couriers, insurance and display matters
- Work closely with the Curators (both internal and external) and Rights & Reproductions team on the delivery of individual exhibitions, from implementation through to completion. Liaise with

and build strong relationships with other internal departments as necessary, to ensure good information flow and smooth delivery of each exhibition

- Work closely with the RA Build Managers to manage the planning of all aspects of 3D design, lighting and AV and IT as required for assigned exhibitions
- Generate loan letters in conjunction with the curatorial team, follow up on queries and provide progress information on individual loan requests as required
- Construct timetables, schedules and team-working plans for external stakeholders (guest curators, exhibition designers, conservators); RA departments (Art Handlers, Security, Engineers) and touring partners
- Retain informed and up-to-date knowledge of developments relating to British Government Indemnity, Immunity from Seizure, Known Consignor, conservation and display considerations, and other matters relating to exhibitions organisation
- In collaboration with the Exhibitions senior team, develop opportunities for Academy generated exhibitions to tour to other venues
- Line manage Assistant Exhibition Managers and take an active role in leading and contributing to RA training and development programmes
- Manage external consultants (3D and 2D designers, curators, conservators), obtain necessary information in relation to the development and installation of exhibitions, verify details and deal with queries and difficulties as they arise

#### Financial and Contractual

- Manage budgets and budget forecasts for allocated exhibitions, monitor costs and highlight potential overspend to the Senior Exhibition Manager
- Co-ordinate the process for invitation to tender for transport agents, external designers and contractors
- Negotiate contracts with designers and contractors in conjunction with the Senior Exhibition Managers, Head of Exhibitions and our in house legal team, regarding contract approval and negotiation

#### Other

- Undertake courier duties, as required
- Represent the Exhibitions Department, as appropriate, at cross-organisational meetings such as disaster planning, induction programme delivery, sustainability sub-groups, etc.

- Comply with all relevant Health & Safety policies, procedures and regulations and take appropriate and reasonable care for the safety of colleagues and visitors to the Academy
  - Undertake any other duty which may reasonably be allocated by the Senior Exhibition Manager, Head of Exhibitions or Director of Exhibitions
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## PERSON SPECIFICATION

### Knowledge, Experience and Skills

- Graduate or Postgraduate qualification in Museum Studies, Gallery Management, Art History or equivalent and/or comparable exhibitions management experience, working nationally and internationally on loan exhibitions and exhibition partnerships, ideally gained in an equivalent organisation
- Excellent project management and organisation skills, with the ability to deliver to deadlines, compile and present complex reports, and maintain clear and concise records
- An exceptional administrator with great attention to detail, and demonstrable experience of schedule planning
- A Confident communicator, you will be able to communicate clearly and succinctly, both written and verbally
- Highly computer literate with good working knowledge of Excel, Word and databases. Open minded and interested by new technologies and improved ways of working
- Demonstrable experience working with living artists, curators and in the handling, transportation, installation/de-installation and display of a broad range of museum objects and works of art
- Ability to develop strong and purposeful working relationships with colleagues and external stakeholders
- You will possess robust experience of exhibition budget formulation and monitoring; with the ability to highlight specific issues and implications
- Commercially minded, numerate, and with strong negotiation skills, you will have experience of preparing and negotiating agreements and contracts associated with exhibition organisation, and of working with Government Indemnity schemes, as well as organising tender processes and working within framework agreements
- Highly committed to equity, diversity and inclusion, actively ensuring everyone is treated with respect and dignity, and offered equal opportunities.
- A good mentor and role model, you will have previous experience of line management, staff training and development initiatives

- Knowledge of a second language would be an advantage

#### Personal Qualities

- Excellent interpersonal skills and the ability to act with tact to effectively manage relationships with artists, lenders, individuals, agencies, institutions, designers, transport agents, couriers and conservators.
  - An empathy and understanding to the work of artists, designers, architects, curators and critical thinkers
  - Ability to work flexibly and collaboratively as a team member in a project-based environment - initiating and building on ideas with a positive attitude
  - A valued network of peers and contacts within the industry
  - A genuine interest in the arts and the work of the Royal Academy of Arts
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### WHY JOIN US?

#### Our Values

To support the execution of our mission and our vision, we adhere to a set of shared values that guide our decision-making and shape our ways of working.

- Forever Creative
  - Fiercely Independent
  - Unapologetically Excellent
  - Belonging to All
  - Ethically Grounded
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#### Employee Benefits

- Agile Working Policy (for full-time roles working from home up to two days a week where the role permits)
- Enhanced Holiday (with extended Christmas leave)
- Enhanced Pension Scheme
- Employee Council & Employee Network Groups
- Access to all RA exhibitions & access to exhibitions with our reciprocal partners
- Employee Assistance Programme
- Discount in RA Cafe's and Shops
- Give as You Earn Scheme to donate to a charity of your choice
- Cycle to Work Scheme

- Employee Choir and other employee clubs from running to knitting