



THE TANK MUSEUM

Exhibitions Officer

Role Description

Exhibitions Department

The Exhibitions team creates all gallery content from large-scale exhibitions to one-off showcase displays. Working with a range of external companies and in-house departments, the team carries out research, produces designs and writes graphic panels, object labels, interactive briefs, and audio-visual scripts for each new exhibition. The department also plays a key role in maintaining the current exhibition spaces to ensure visitors have an exceptional experience at the Museum. This six-month post is to assist in the day-to-day running of the exhibitions department during a major exhibition build.

Role Profile

Role Title	Exhibitions Officer
Department	Collections
Key Relationships	Exhibitions Manager, Exhibitions Assistant Manager, Head of Collections, Head of Curatorial Services, Archive and Supporting Collections Team, Educators and Volunteers.
Overall Role Purpose	To assist the Assistant Exhibition Manager in all areas of exhibition research, creation, installation, evaluation and maintenance.
Key Accountabilities	<p>Core Tasks</p> <ul style="list-style-type: none"> • Be responsible for the inspection, repair and renewal of exhibits on-gallery, from graphics, to light bulbs and audio-visual equipment. • Monitor and keep records of all repair and renewal work carried out, by internal maintenance staff and external contractors. • Undertake detailed subject, artefact, and sound and picture research using the Museum's Collections Management system and stores, the Library & Archive, subject specialists, and the collections and research facilities of other institutions. • Secure copyright agreements for the use of stills, film footage and sound recording. • Help write exhibition text for graphic panels, captions and audio visuals. • Assist in preparing objects for display. • Be the lead contact in setting up veteran visits. • Conduct oral history interviews and transcript typing where appropriate. • Digitise images/documentation. • Help set up and participate in focus group sessions including Access and Families and other audience groups, testing exhibition ideas and gathering feedback. • Assist in detailed evaluation of exhibitions through their planning, development and delivery phases. • Create object, footage and image inventories of all new exhibitions and make information accessible to relevant departments. • To write articles for publication and for online content. • Assist in keeping up-to-date risk assessments and other health and safety documentation linked to the galleries. • Attend daily operations meetings to brief the wider staff on all exhibition-related activity. • Carry out administrative tasks such as room booking and refreshment orders for meetings. <p>General Tasks:</p> <ul style="list-style-type: none"> • Represent department colleagues in matters concerning Exhibitions and Education where appropriate. • Represent the Museum at external conferences and meetings. • Assist, when required, in delivery of school and community workshops. • Support key Museum events, such as Tiger Day and Tankfest. • Supervise Museum wardens and volunteers when tasked. • Have an awareness of health, safety and fire regulations

	<p>The duties and responsibilities in this job are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.</p>
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Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Relevant degree or professional/vocational qualification in a related field 	
Experience	<ul style="list-style-type: none"> Experience of working in a museum or heritage environment on exhibition delivery. 	<ul style="list-style-type: none"> Experience in carrying out evaluation of displays using a variety of methods, including analysis and report writing.
Knowledge and Skills	<ul style="list-style-type: none"> A sound knowledge of the exhibition process from initial concept to completion 	<ul style="list-style-type: none"> Knowledge of 20th Century History Military history and the role of the armoured vehicles 1916 – present day
Personal aptitude & skills	<ul style="list-style-type: none"> Ability to work independently with minimal supervision. Excellent organisation and time management skills. Strong written skills Excellent verbal communication skills. Confident, positive with ability to prioritise tasks and meet deadlines under pressure. Team player who can work successfully with a range of people across different departments. Excellent IT skills PowerPoint, Excel, Word and Outlook. 	
Qualifications	<ul style="list-style-type: none"> Able and willing to support evening and weekend events when required Willingness to travel within the UK 	