


Profile Title:	Exhibitions Officer	 BARNLSLEY Metropolitan Borough Council				
Reports to:	Collections Manager					
Employee Supervision:	None	Grade:	7	Profile Ref:	82632	
Purpose of the Post						
To deliver the museum and archives service exhibition programme as part of the wider cultural programming to drive footfall and income for the service.						
Responsibilities						
<ul style="list-style-type: none"> • Co-ordinate and deliver the services changing exhibition programme in liaison with manager. • Contribute to the wider cultural programme through developing ideas, fundraising opportunities and partnerships. • Co-ordinate the installations, opening, private view and deinstall of all changing exhibitions including selling exhibitions. • Liaise with manager and project teams on the marketing and engagement programme for exhibitions. • Assist with the care and display of the permanent exhibitions. • Administer loans, transport and insurance in liaison with manager. • Assist with the supervision of the work of volunteers. • To contribute to project teams on exhibitions, events and capital programmes as directed. • To carry out evaluation and collate performance data as required. • Prepare and write reports as necessary. • To attend meetings as required. • Place orders and carry out procurement of goods and services as required. • To keep abreast of new initiatives at local, county and national levels • To uphold Health and Safety and all other relevant regulations in the workplace at all times. • Any other duties commensurate with the role and as requested by management. 						
Education and Training					Measure	Rank
<ul style="list-style-type: none"> • Relevant Degree • Postgraduate qualification in Museum / Heritage Studies 					A/C	E
					A/C	D
Relevant Experience					Measure	Rank
<ul style="list-style-type: none"> • Substantial relevant experience in a museum environment. 					A/I	E
<ul style="list-style-type: none"> • Experience of working as part of a project team. 					A/I	E
<ul style="list-style-type: none"> • Experience of contributing to a service's wider aims and objectives. 					A/I	E
General and Special Knowledge					Measure	Rank

<ul style="list-style-type: none"> • Knowledge of current museum practice / issues. • Knowledge of collections management processes. • Knowledge of IT systems including Microsoft Word packages. • Interest in, and working knowledge of two or more types of collections e.g. social history, fine and decorative arts, archaeology or industrial heritage. 	I	E
	I	E
	I	E
	I	E
<ul style="list-style-type: none"> • Skills and Abilities 	Measure	Rank
<ul style="list-style-type: none"> • Excellent communication skills. 	A/I	E
<ul style="list-style-type: none"> • Ability to communicate effectively with the public using a suitable level of fluency in spoken English, in line with the English Language requirement for public sector workers. 	A/I	E
<ul style="list-style-type: none"> • Ability to be a strong advocate for the service and the council. 	I	E
<ul style="list-style-type: none"> • Ability to organise own workload and achieve clear performance targets. 	A/I	E
<ul style="list-style-type: none"> • Good IT skills, the ability to use Microsoft Word, databases and the internet. 	A/I	E
<ul style="list-style-type: none"> • Imaginative and creative. 	A/I	E
<ul style="list-style-type: none"> • Ability to work on an individual basis, unsupervised and make a significant contribution to the team. 	I	E
<ul style="list-style-type: none"> • Ability to work to deadlines. 	A/I	E
<ul style="list-style-type: none"> • Additional Requirements 	Measure	Rank
<ul style="list-style-type: none"> • Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Council. 	I	E
<ul style="list-style-type: none"> • Willing to undertake training and continuous professional development in connection with the post. 	A/I	E
<ul style="list-style-type: none"> • Work in accordance with our values and behaviours, as part of an inclusive and high-performing council 	A/I	E
<ul style="list-style-type: none"> • Sympathetic to the wider objectives of the service 	I	E
<ul style="list-style-type: none"> • Able to undertake all necessary travel in connection with the post. 	I	E