

## Recruitment Information



**Touring Exhibitions Manager**  
**Full Time, Permanent, 37 hours**

## Touring Exhibition Manager

£38,803 - £41,785 per annum plus membership of Civil Service pension scheme

**National Museums Scotland** is one of the leading museum groups in Europe. With one of the largest and most diverse collections in the world, we are responsible for the acquisition, preservation and display of a substantial part of Scotland's cultural, historic and national heritage. Millions of local and international visitors enjoy our four museums each year, and we also introduce our collections to a much wider audience than can physically visit our museums through, touring exhibitions, loans, community engagement, digital programmes and research.

An opportunity has now arisen for a Touring Exhibitions Manager to join our Exhibitions & Design Department. We are looking for a highly motivated person with excellent organisational and time management skills to proactively co-ordinate and lead the national and international touring exhibitions programmes.

The role will involve the delivery and implementation of national and international touring exhibitions, including liaison with a wide range of key colleagues internally to ensure the timely delivery of these projects, and includes developing, negotiating and administering contracts, documentation and associated arrangements as necessary. Liaison with tour venues to support the practical arrangements for each touring exhibition project is also key.

The successful candidate will have 3 years' experience of managing a touring exhibitions programme, both nationally and internationally, for a museum/heritage attraction/exhibition

You are provided with a job description and person specification for further detail about the post. To apply visit [www.nms.ac.uk](http://www.nms.ac.uk). The closing date for completed applications is **20<sup>th</sup> August 2023** at midnight. Please state reference number NMS23/16. It is anticipated that the selection event will take place on **the week commencing 12<sup>th</sup> September 2023**.

***Please note that CVs are not considered as part of applications and will not be forwarded to the shortlisting process.***

Find out more about [National Museums Scotland](http://www.nms.ac.uk) and our range of [employee benefits](#).

National Museums Scotland is committed to being an Equal Opportunities Employer. We are keen that our workforce profile reflects the diversity of our visitors and audiences. Therefore, all jobs at National Museums Scotland are open to everyone and we encourage applicants from all backgrounds, irrespective of sex, gender identity, race, disability, religion or belief, sexual orientation or age. We welcome candidates who think they have the required skills and can make a contribution in this key role.

## JOB DESCRIPTION

<b>Post Title:</b> Touring Exhibitions Manager		
<b>Department:</b> Exhibitions and Design	<b>Section:</b> n/a	
<b>Directorate:</b> Public Programmes	<b>Grade:</b> 3	<b>Hours:</b> 37 hrs
<b>Purpose of Post:</b> <ul style="list-style-type: none"> <li>To be responsible for the development and management of the National Museums Scotland international and national touring exhibitions programmes, from planning, content delivery, relationship building, marketing of touring exhibitions, negotiations with venue partners through to implementation.</li> </ul>		
<b>Key Responsibilities:</b> <ul style="list-style-type: none"> <li>Be responsible for developing and marketing the international and national touring exhibition programmes to increase audience reach, build profile and brand, and provide opportunity for income generation.</li> <li>Manage the international and national touring exhibitions programmes, liaising with tour venues and relevant museum departments, developing, negotiating and administrating contracts, documentation and associated arrangements as necessary.</li> <li>Work with museum colleagues to identify and utilise opportunities within the special exhibitions programme to create imaginative and impactful touring projects.</li> <li>Act as ambassador for National Museums Scotland touring exhibitions to a range of stakeholders internally and externally.</li> <li>Manage the interface with host venues, including managing any inputs required from National Museums Scotland in relation to the installation and de-installation of exhibitions.</li> <li>Ensure all touring exhibitions credit and promote National Museums Scotland effectively to host venue audiences, stakeholders and peers.</li> <li>Manage the touring exhibitions programmes in line with project management processes, and financial and procurement procedures.</li> <li>Management of exhibition consultants and touring exhibition management companies.</li> <li>Effectively manage any budgets delegated to the post holder.</li> <li>Supervise staff and contractors as required.</li> </ul>		

- Be committed to good health and safety and access practice and ensure familiarity with National Museums Scotland's health and safety and access policies and procedures.

**Expected Outcomes:**

- Effective tours of National Museums Scotland content to venues in Scotland, UK, and internationally.
- Higher awareness and understanding of National Museums Scotland on the international stage among both peers and public.
- Established database of partnerships and venues.
- Increased opportunities for developing our audience reach, reputation and income generation.
- Cost effective management and control of projects, ensuring best practice at all times.
- Reports, as appropriate, to investment stakeholders and Head of Exhibitions & Design.
- Evaluation of touring exhibition projects and assessment of venue satisfaction, audience reach, quality of design and content, to ensure continued improvement of standards.

**Reports to:**

Head of Exhibitions & Design

**Facts and Figures:**

**Budget:** Delegated responsibility for project budgets and project income (£ variable) as agreed by the Head of Exhibitions & Design.

**Staff Managed:** None.

**Indirect Staff Managed:** The post holder will be responsible for establishing and managing project teams, depending on the needs of the touring programme. Manage touring exhibition consultants and touring exhibition management companies.

**Thinking Skills (Judgement / Decisions Made):**

- Ability to develop, co-ordinate, and market the touring programme, both nationally and internationally.
- Excellent organisational and time management skills to manage multiple projects and meet deadlines.
- Excellent communication and interpersonal skills for establishing and maintaining effective working with a wide range of people.

- Creation of various funding and business models for the touring exhibitions programme.

**Communication and Contact:**

**Internal:**

Liaison with the Exhibitions & Displays Manager; Exhibition & Displays Officers; Technical Manager; Design & Production Manager; Head of Collections Services; Conservators; Keepers; Curators; Registrars; Head of Marketing & Communications; Head of National and International Partnerships; Head of Development.

Meet regularly with colleagues in Exhibitions & Design and National & International Partnerships.

Report on progress to Head of Exhibitions & Design.

Chair and lead Project Implementation Groups to develop and support the outgoing touring exhibitions programme.

**External:**

Liaise with external venue contacts and partners.

Coordinate the implementation of touring exhibitions programmes in Scotland, UK and internationally.

Liaise with 2D and 3D designers, marketing agencies, touring brokers, contractors and suppliers etc when required.

**Most Challenging Parts of the Job:**

Co-ordinating a diverse group of internal and external resources to deliver the touring exhibitions programmes on time and budget.

Ensuring touring exhibition projects become an organisational priority among the competing priorities of colleagues.

Managing risk and when to refer matters upwards.

Establishing and maintaining networks of touring partners, both nationally and internationally.

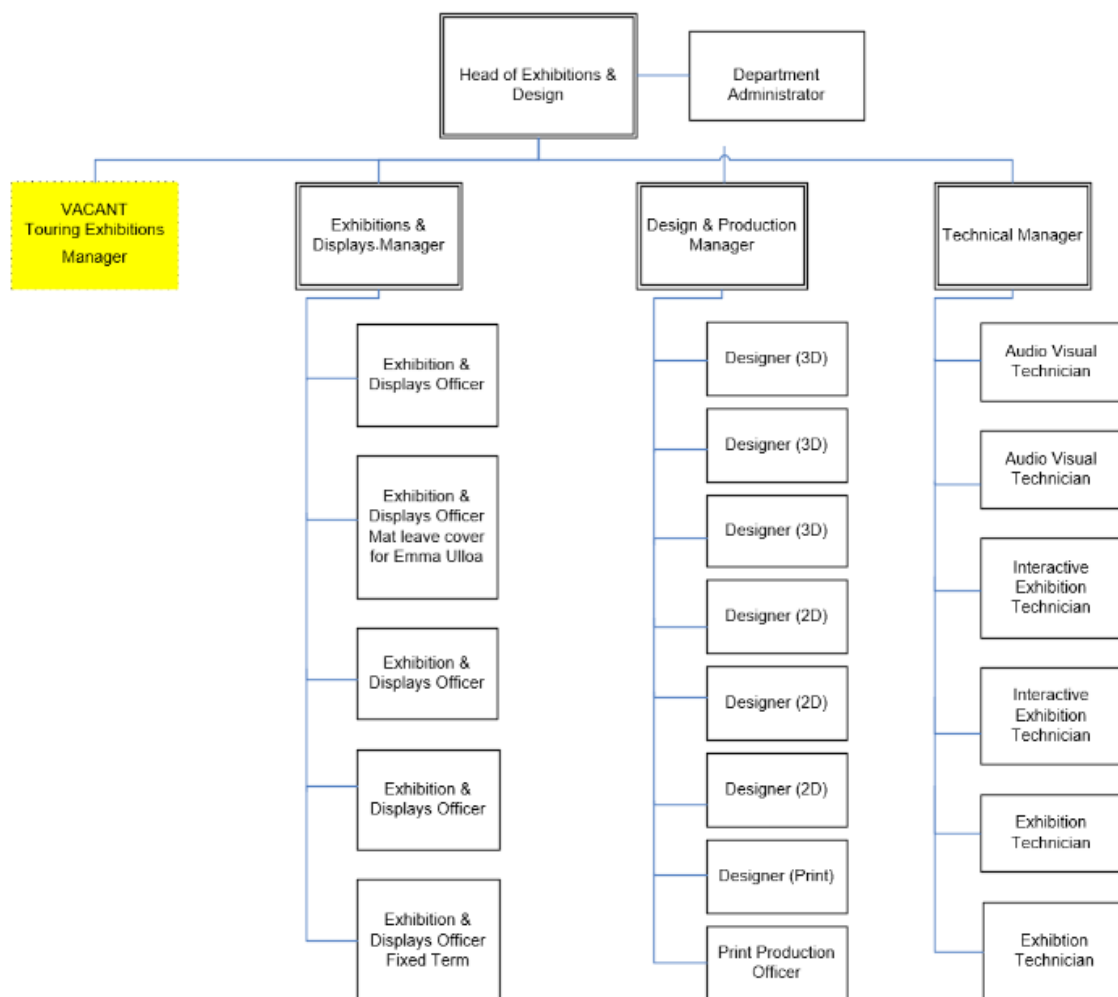
**Other Requirements e.g. Multi-site working, on call, etc:**

Ability to work evenings and weekends.

Ability to travel regularly to conferences and venues in Scotland, UK and internationally.

Organisational Chart:

### Exhibitions and Design



**PERSON SPECIFICATION**

<b>Post Title:</b> Touring Exhibitions Manager		
<b>Department:</b> Exhibitions & Design	<b>Section:</b> n/a	
<b>Directorate:</b> Public Programmes	<b>Grade:</b> 3	<b>Hours:</b> 37 (net)

<b>Knowledge</b>	<b>Essential or desirable</b>	<b>Evidence provided by</b>
Good knowledge of the international and national museum network, ensuring broad promotion of the touring programme.	Essential	Application/ Interview
Good knowledge of exhibition content development processes and tour venue working.	Essential	Application/ Interview
Good knowledge of project management, tendering and procurement processes and procedures.	Essential	Application/ Interview
Working knowledge of health and safety legislation.	Desirable	Application/ Interview

<b>Skills</b>	<b>Essential or desirable</b>	<b>Evidence provided by</b>
Ability to prepare exhibition materials for tour, creating tour packages including object, packing and crate lists, condition reports, graphic and text packages, floorplans, photographs and any other elements relevant to the exhibition.	Essential	Application/ Interview
Excellent organisational and time management skills to proactively co-ordinate and lead the touring exhibitions programme.	Essential	Application/ Interview
Ability to produce and monitor project schedules, ensuring key deadlines are met by all.	Essential	Application/ Interview
Ability to coordinate across museums teams to support the installation and de-installation of touring exhibitions, working both remotely and onsite to ensure the timely and efficient and delivery of projects.	Essential	Application/ Interview
Excellent communication and interpersonal skills for establishing and maintaining effective working with a wide range of people.	Essential	Application/ Interview
ICT skills in Microsoft Word, Excel and Outlook.	Essential	Application/ Interview

Ability to travel nationally and internationally as required.	Essential	Application/ Interview
Creative skills for developing ideas for touring exhibitions.	Desirable	Application/ Interview

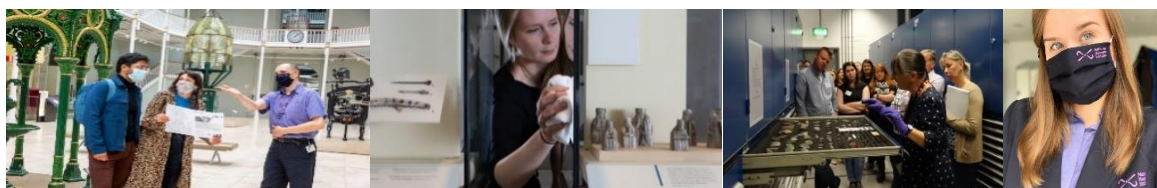
<b>Experience</b>	<b>Essential or desirable</b>	<b>Evidence provided by</b>
Experience of managing a touring exhibitions programme, both nationally and internationally, for a museum / heritage attraction / exhibition company.	Essential	Application/ Interview
Experience of researching potential touring venues and managing touring enquires.	Essential	Application/ Interview
Experience of negotiating and drafting contracts.	Essential	Application/ Interview
Experience of collaborative and multi-disciplinary working with curators, conservation staff, education staff, exhibition designers and marketing staff.	Essential	Application/ Interview
Experience of effective national and international networking.	Essential	Application/ Interview
Experience of managing budgets and of procurement processes.	Essential	Application/ Interview
Experience of managing contractors and/or suppliers.	Desirable	Application/ Interview
Experience of marketing and communications.	Desirable	Application/ Interview



National Museums Scotland has a Competency Framework with six competencies. Individuals for this job are expected to demonstrate competence in all six and will be assessed from the Application Form, and, if you are invited to attend, at the Selection Event.

Competency	Level	Detail
<p><b>Building Relationships</b> Works effectively and professionally as part of their team and co-operates with others across the organisation; collaborates and networks externally for specific outcomes and projects; forms partnerships, nationally and internationally for mutual benefit.</p>	3	<p><b>Develops, establishes and manages collaborations.</b></p> <ul style="list-style-type: none"> <li>• Helps others understand other National Museums Scotland roles and functions internally or externally.</li> <li>• Helps makes connections for people, putting people in touch to facilitate co-operation and collaboration.</li> <li>• Proactively manages the delivery and the expectations of internal and external senior stakeholders, in terms of responsibilities, outputs and outcomes.</li> <li>• Understands conflicting outlooks and demonstrates a willingness to find common ground.</li> <li>• Builds and maintains a strong external network and looks for opportunities for external collaboration and partnership.</li> </ul>
<p><b>Communicating &amp; Engaging</b> Uses communication and interpersonal skills flexibly across all channels of communication, to engage, influence, persuade and negotiate ensuring a shared understanding and commitment to act.</p>	3	<p><b>Engages and Influences others.</b></p> <ul style="list-style-type: none"> <li>• Communicates regularly, accurately, timely and appropriately.</li> <li>• Facilitates two-way communication, encouraging dialogue and exchange both throughout and out with the organisation.</li> <li>• Adapts own style of communication to suit different people's needs.</li> <li>• Demonstrates empathy and understanding in all communications.</li> <li>• Confidently influences others, rather than manipulating or imposing ideas.</li> </ul>
<p><b>Focusing on your Customers</b> Places the customer at the heart of what they do, engages, listens and responds to deliver exemplary service, creating an outstanding experience, supporting a culture of service excellence, both internally and externally.</p>	3	<p><b>Manages customer relationships and service levels.</b></p> <ul style="list-style-type: none"> <li>• Proactively finds out what our diverse customers groups want by research, testing and evaluation.</li> <li>• Analyses the customers' needs and takes action to enhance and improve customer service.</li> <li>• Develops and effectively manages a network of existing and potential customers internally or externally.</li> <li>• Ensures customer focused processes, frameworks and systems are in place and operating effectively.</li> </ul>

		<ul style="list-style-type: none"> <li>• Supports internal customers in meeting the expectations of their customers.</li> </ul>
<p><b>Improving &amp; Innovating</b> Builds personal, professional and organisational capability by keeping up to date, being creative, sharing ideas, taking risks, looking inside and out to continuously improve National Museums Scotland.</p>	2	<p><b>Seeks opportunities to continuously improve.</b></p> <ul style="list-style-type: none"> <li>• Seizes opportunities and acts quickly before they are lost.</li> <li>• Thinks creatively and solves problems collaboratively.</li> <li>• Facilitates and plans in opportunities for staff and stakeholders to contribute their ideas and suggestions.</li> <li>• Accesses networking and expert groups, benchmarks other organisations.</li> <li>• Maintains and shares a network of useful external contacts to facilitate learning and idea generation.</li> </ul>
<p><b>Planning for Success</b> Ensures effective delivery and completion by realistically planning and prioritising tasks and managing workload; develops and manages plans, programmes and projects, in consultation with stakeholders and within existing priorities, people resources and budgets.</p>	3	<p><b>Creates complex plans of action.</b></p> <ul style="list-style-type: none"> <li>• Plans complex activities effectively - sets milestones, collaborates with a range of stakeholders to ensure effective delivery and compliance.</li> <li>• Sets parameters and measures to monitor the outcomes from plans and projects.</li> <li>• Manages and maximises the use of budgets, people and resources to ensure deadlines, quality indicators and efficiency targets are met; and solutions developed.</li> <li>• Ensures effective processes exist to deliver outcomes across the organisations.</li> <li>• Knows when to stop analysing and make the best decision with uncertain or limited information.</li> </ul>



## General Information – Touring Exhibitions Manager

### Salary

The salary range is £38,803 to £41,785 per annum. Salary on appointment will be subject to qualifications and experience and will normally be within the bottom quarter of the pay range. Pay, including pay progression, is reviewed in negotiation with the recognised trade unions, with an annual settlement date of 1 April. Where an internal candidate successfully applies for a post which is the same grade as their current post, they will transfer to the new post on the same salary with pay progression as normal.

### Hours

An average of 37 hours per week, excluding lunch breaks. Normal hours of attendance are Monday and Tuesday 08:30 to 17:00. As an alternative, a flexible working system is in operation. Some flexibility around exhibition installation hours is required. We are happy to talk flexibly about how you might wish to carry out this role.

### Location

This post is based at the National Museum of Scotland with travel to other Museum sites as required. As part of our hybrid working arrangements, we offer the opportunity to work at home up to two days per week.

### Probation

New employees are on probation for a period of six months from date of appointment.

### Colleague Benefits

Full details of the range of benefits available to colleagues, including our excellent pension provision, can be found [here](#).

### Selection Process

Please contact [recruitment@nms.ac.uk](mailto:recruitment@nms.ac.uk) if you would like support in completing your application.

We use a competency-based selection process. If you are invited to a selection event you will be asked to participate in activities that will enable us to assess your performance against our Competency Framework. You'll have the opportunity to let us know about any support or adjustments that will help you take part. Details of our competencies can be found in the Person Specification.

### Pre-employment Checks/Eligibility to Work in the UK

Any offer of employment will be made subject to:

- receipt of references which are satisfactory to National Museums Scotland
- a Basic Disclosure Scotland check, the result of which must be satisfactory to National Museums Scotland. The cost will be refunded.
- completion of a health and wellbeing form, which is satisfactory to National Museums Scotland. We ask you to complete this so that we can put in place any support you need, including reasonable adjustments, during your onboarding and induction periods and your ongoing employment with us.
- Receipt of documentation confirming eligibility to work in the UK.