

## **Exhibitions Manager & Curator Dovecot Studios**

<b>Location:</b>	<b>Edinburgh</b>
<b>Salary:</b>	<b>£28k-30k</b>
<b>Reports to:</b>	<b>Director</b>
<b>Full time:</b>	<b>40 hours per week excluding breaks</b>
<b>Days:</b>	<b>Monday to Friday but with flexible work patterns to accommodate exhibition installation and events, incl. evenings and weekends</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Pension:</b>	<b>Dovecot operates a group pension scheme</b>
<b>Annual Holidays:</b>	<b>28 days + 9 bank holidays pro rata</b>

### **THE ROLE:**

The Exhibitions Manager & Curator is responsible for all exhibition and tapestry collection activities. You will oversee and manage the realisation of all Dovecot exhibitions and the display of new commissions with artists, lenders and museums and galleries. Dovecot is a landmark centre for contemporary art, craft and design built around a leading international tapestry studio. The Dovecot programme comprises public exhibitions and displays supported by a busy calendar of talks and public events. In this pivotal role, you will lead on the delivery of each part of the public programme from concept to installation, communication and reporting, delivering a high quality experience for our visitors and partners in line with the organisations strategic aims.

As a key member of the Dovecot team, you will connect across the organisation, representing the exhibition programme you will liaise with colleagues in weaving, marketing and commercial operations. You will line manage the Exhibitions and Collection Coordinator, and manage relationships with exhibition partners, clients and contractors to deliver the programme. You will play a key role in helping Dovecot reach a wider audience so you must be a confident and articulate ambassador for our work.

### **MAIN DUTIES AND RESPONSIBILITIES:**

Reporting to the Director, you will be required to work flexibly, with usual office hours falling between 9am and 6pm. It is envisaged the post holder will work Monday to Friday but the demands of the exhibitions programme will require flexibility to ensure business needs are met, including working early mornings, evenings and weekends as required.

Within the main responsibilities of the role, you will:

#### Curation and Programming

- Research and programme an annual cycle of Dovecot exhibitions in collaboration with Dovecot Director
- Research and curate content for original Dovecot exhibitions
- Research and confirm all documentation and object lists prior to installation and assess total value, shipping, casing and care priorities for all objects – feeding in to budget and installation planning
- Collate all exhibitions texts, labels and captions provided by touring exhibitions, and oversee and enact necessary edits for exhibition redesign and presentation at Dovecot

- Liaise with partner organisations on contracts and agreements with touring exhibitions and exhibiting artists, designers and institutions
- Maintain good relations with partnering institutions, funders and exhibiting artists
- Work with Exhibitions and Collection Coordinator to:
  - liaise with lenders and produce object loan applications in good time for the successful production of exhibitions
  - negotiate with lenders, touring exhibitions partners, art handlers and couriers to ensure best value to Dovecot for all loans and exhibition delivery
- Design layout for simple exhibitions and commission and consult with independent designers for more complex installations
- Create original text for Dovecot exhibitions including introductions, labels and captions, sharing with marketing, exhibition designers and front of house to enable successful promotion and production of exhibitions.
- Manage the Dovecot Collection in close collaboration with the Head of Tapestry Studio, and lead on museum accreditation process.
- Liaise with Arts Council and Dovecot Operations to ensure building and exhibition space conforms to GIS requirements

#### Project and Budget Management

- Provide researched and assessed budget proposals for all upcoming exhibitions and displays
- Liaise with Head of Finance and Head of Commercial to provide financial risk assessment in order to inform programming
- Manage budget spend on exhibitions and escalate any areas of concern as they arise
- Ensure all exhibitions are produced on schedule and within budget.
- Oversee the work of the Exhibitions and Collection Coordinator, and external partners to manage exhibition installation and project planning timelines
- Financial administration including signing off invoices and booking appropriate travel and accommodation
- Risk assessment of exhibition installation and public safety in exhibitions spaces
- Research and liaise with potential touring venues for Dovecot designed and owned exhibitions
- Prepare fundraising and sponsorship agreements for future programme

#### Interpretation and Communication

- Communicate with colleagues in marketing, front of house and commercial to ensure agreed exhibition conditions and care requirements are adhered to
- Work with Dovecot marketing to ensure publicity for exhibitions is generated in good time
- Design and curate displays in Dovecot public spaces in collaboration with colleagues to showcase and sell the work of the Tapestry Studio
- Curate and contribute to events, talks and symposia to support the exhibitions programme and generate income
- Produce and deliver talks and tours for Dovecot visitors, paying audiences, staff and volunteers
- Provide training on art handling and exhibitions content to other staff members

#### General

- Be committed to health and safety and ensure familiarity with all of Dovecot's health and safety policies and procedures
- Be security conscious, and ensure familiarity and co-operation with all Dovecot's security procedures

- Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect and dignity
- Undertake such other duties as may be reasonably required to ensure the smooth day-to-day operations of Dovecot
- Be on a rota as one of the emergency points of contact for the Dovecot building – Monday to Sunday 24/7

This job description sets out the key responsibilities and tasks of the post and is not exhaustive. It may alter with the changing needs of Dovecot. This job description may be reviewed and updated annually.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged. Regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships – we would like you to join us.

## Exhibitions Manager & Curator Personal Specification

	Essential	Desirable
Skills / Abilities	<ul style="list-style-type: none"> <li>• Proven ability to curate the work of artists, designers and makers</li> <li>• Excellent organisation skills and impeccable attention to detail</li> <li>• Excellent communication and accuracy in written communication</li> <li>• Ability to plan ahead, identifying risks and contingencies, to ensure the professional set-up and delivery of exhibitions, displays and related events.</li> <li>• Keen and able to present and communicate to varied audiences</li> <li>• Ability to lead a team as well as work independently, remaining calm under pressure in a fast-paced work environment</li> <li>• Excellent computer skills with experience of Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Good negotiation skills and the ability to handle sensitive situations with diplomacy</li> <li>• Self-motivated with excellent time management and project management skills.</li> <li>• The ability to work quickly and accurately under pressure and to meet deadlines.</li> <li>• Proficient in Adobe Suite</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Excellent knowledge of contemporary artistic practices and debates</li> <li>• Knowledge of best practice in exhibition curation and accessible exhibition design</li> <li>• Excellent knowledge of modern art, craft and design, especially in a museum or heritage context</li> <li>• Proven interest in tapestry and/or textiles</li> <li>• Knowledge of best practice in collection handling and object care</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of best practice in promoting and supporting equality and diversity in the workplace</li> <li>• An understanding of personal and collective responsibility with regard to Security and Health &amp; Safety</li> </ul>
Qualifications and training	<ul style="list-style-type: none"> <li>• Degree in Art History, Theory or Practice, and/or extensive equivalent professional experience</li> </ul>	<ul style="list-style-type: none"> <li>• Trained in working at heights</li> <li>• First aid and/or health and safety trained</li> </ul>

Experience	<ul style="list-style-type: none"> <li>• Track record of delivery in exhibition research and project management, including finance and coordinating independent contractors</li> <li>• Experience of arts administration</li> <li>• Experience with the care and handling of art works, including condition reporting and packing procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of exhibition design and print production.</li> <li>• Experience of international shipping, insurance and customs</li> <li>• Fundraising from trusts, foundations and sponsorships.</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• A flexible and adaptable approach to working hours that will include some evening and weekend work.</li> <li>• UK residency and work permit</li> </ul>	<ul style="list-style-type: none"> <li>• Creative and commercial outlook</li> </ul>

### **Dovecot Studios Ltd (DSL)**

Dovecot is a landmark centre for contemporary art, craft and design built around a leading international tapestry studio. We occupy an extraordinary building in the heart of Edinburgh, from where we programme, commission and produce exhibitions and events for audiences and clients who share our passion for making and the creative arts. Dovecot Tapestry Studio is a world-renowned producer of hand-woven tapestry and gun tufted rugs. We continue a century-long heritage of making and collaboration with leading international contemporary artists to produce extraordinary and engaging works of art.

### **Dovecot Foundation (TDF)**

Dovecot Foundation exists to champion and support Dovecot Studios and its place in the world of contemporary art, design and making. We do this both literally and figuratively by putting the Tapestry Studio at the heart of all we do: in our exhibition programming; in our apprenticeship programme; in our commissioning of and collaborations with leading artists from around the world; and in the cultural and educational partnerships we develop. Most of all, however, we do this by continually seeking to bring the extraordinary work of contemporary artists and makers to a wider audience.