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| **Job Title** | Exhibitions & Access Coordinator |
| **Reports to** | Deputy Director of Collections |
| **Responsible for** | Senior Custodian, Tours Coordinator |

**Job Purpose**

Coordinate the College Collections exhibition programme and provide support to curators in mounting, promoting and evaluating temporary exhibitions, and act as registrar for exhibition loans. Oversee Saturday and Sunday openings of the college’s museums and galleries. Additionally, develop, plan, promote, deliver and evaluate engagement and events for adult audiences of the Collections.

**Key Tasks and Responsibilities**

**Exhibitions**

*There are usually at least three temporary exhibitions per year, varying in scale, in Eton College’s various Collections exhibition spaces including the Verey Gallery, Tower Gallery and Museum of Eton Life.*

* Work with the Exhibitions Sub-committee to schedule the programme of temporary exhibitions and displays.
* Act as project manager for temporary exhibitions, and, as agreed with the lead exhibition curator for each exhibition:
	+ Set regular meetings and record actions arising for the team delivering each exhibition
	+ Assist with the compilation and drafting of exhibition proposals and reports as requested. Monitor visitor numbers and record visitor comments and feedback.
	+ As requested, act as liaison with the Buildings Department and external contractors and consultants such as exhibition designers and graphic designers. Coordinate procurement of any required mounts, framing, plinths, etc. Coordinate tenders (for transport and design etc.) as appropriate
	+ Oversee smooth running of all installation and de-installation periods.
	+ Clear copyright for exhibition and catalogues/guides as necessary.
	+ Coordinate the production of an online element for each physical exhibition.
	+ Support the lead exhibition curator, Collections Education Officer and the school’s Partnership office in linking exhibitions to education and outreach programmes.
	+ Act as registrar for loans of items from external institutions to College Collections. In collaboration with the Foundation & Collections Handyman and the Collections Care Conservator, oversee the movement of external loans and Collections items to and from exhibition areas.
	+ Coordinate exhibition opening events and, as appropriate, private views.
	+ Collect feedback from project teams and ensure ‘lessons learned’ are shared with colleagues and fed into new projects.
* Provide administrative support as above for curators working on the periodic improvement or rotation of permanent displays in the three Eton museums, the Austen-Leigh Gallery and the Millington-Drake Gallery.
* Act as registrar for loans of items from the Collections to external exhibitions. In consultation with the relevant keeper, other college staff, and external vendors and institutions, manage requests, terms of loan, insurance, condition reports, courier arrangements and removal.
* Organise access to the exhibitions for internal/external visitors outside of weekend openings.
* Assist in promotion of exhibitions and associated events. Ensure exhibition pages of the Collections website are kept up to date and, as appropriate, place advertisements and liaise with Eton Communications Office regarding media coverage.

**Access and Engagement**

* Through line management of Senior Custodian, maintain administrative oversight of Saturday and Sunday openings if the museums and galleries:
	+ Direct the Senior Custodian in coordinating the invigilation of exhibition, gallery and museum spaces for regular openings to the public.
	+ Support the Senior Custodian in recruitment of casual staff to invigilate the museums and galleries; provide remote cover of the Senior Custodian as first point of contact for museum and gallery custodians on her Sundays off (approx. once per month on average).
	+ Oversee performance reviews of museum and gallery custodians.
	+ Act as primary contact for enquiries regarding visits to the museums.
* Oversee seasonal public heritage tours of the college.
	+ Act as line manager for the Tours Coordinator.
	+ In the off season, act as first point of contact for tours enquiries.
* Develop, plan, promote, deliver and evaluate engagement and events for adult audiences of the Collections in collaboration with other Collections staff as directed by the Director of Collections. These may include:
	+ Events in support of exhibitions, e.g. openings, private views for local community groups.
	+ Events (such as lectures, art/history trails) in association with local, regional or national festivals, notably the Eton Community Fair, Windsor Festival and Windsor Fringe, Heritage Open Days, National Garden Scheme open day.
	+ Events for academic audiences (eg lectures, study days, conferences).
	+ Events for the Friends of the College Collections.
* Provide support for departments of the Collections hosting specialist visits and take a coordinating role for more complex events involving more than one Collections department or access to multiple areas of the college. Act as primary contact for all those enquiring about group visits to the museums/galleries.
* As appropriate, support the Keepers of the Natural History Museum and the Eton Museum of Antiquities in providing access to those spaces, particularly in their absence.
* Assist with Collections open days for the Eton community (e.g., ‘Fourth of June’, ‘St Andrew’s Day’, F-block Sunday, Masters’ Guest Night) as directed by the Director of Collections.

**General**

* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2021 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* Experience of event management and/or project management
* Demonstrable ability to maintain an overview of multiple concurrent projects, on a range of scales, balancing and prioritising appropriately
* Ability to assess the progress of a project, spotting areas of risk and advising on mitigating those risks
* Excellent interpersonal, written and oral communication skills
* Flexible working style with good team working skills
* IT literate with ability to use MS Office suite
* Enthusiasm, curiosity, can-do attitude
* An interest in the cultural/heritage sector

**Desirable**

* Experience in the cultural/heritage sector
* Experience of exhibition work, ideally including experience registering loans

**Working Pattern**

* Your working hours will be 25 hours a week.
* You will be working 52 weeks per year.
* The nature of this post requires the post holder to work occasional evening and weekend hours, which will be scheduled in advance in consultation with the post holder and for which time off in lieu will be given. The scheduling of time off in lieu is to be approved by the post holder’s line manager.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.