



**OUR VISION:** To be the “must experience” museum that uses past, present and future Kiwi technology and ingenuity to educate and inspire the innovators of tomorrow.

- KIA WHAKATŌMURI TE HAERE WHAKAMUA -

**Position:** Exhibitions Project Manager

**Reports to:** Exhibitions Manager

## PURPOSE OF THE ROLE

As Exhibitions Project Manager you are key to the successful delivery of MOTAT’s diverse and vibrant exhibition programme. With multiple exhibitions in development at any one time, the role is critical in ensuring projects are delivered on time, and within available resources.

Working closely with the Exhibitions Manager and the wider Exhibitions team, you will manage the exhibition development process for allocated exhibitions and provide project management assistance on others. You will develop and maintain project budgets, schedules, contracts, and coordinate MOTAT Team Members and suppliers to deliver high-quality exhibitions.

The role will give your problem solving, organisational and communication skills a chance to shine and you’ll work closely alongside creative minds and a team passionate about delivering the best experiences for our visitors.

## RESPONSIBILITIES

### EXHIBITION PLANNING AND DELIVERY

- Manage allocated projects with the Exhibitions Programme and provide project management support for other projects as required.
- Work closely with the Exhibitions Coordinator to coordinate installation schedules and execute exhibition production, including the delivery of exhibition infrastructure, furniture, audio-visual and digital elements, interactives, graphics and labels.
- Work closely with internal Exhibitions Designer and external design contractors to coordinate production of graphic files for print and detailed design drawings for fabrication. Liaise between designers, coordinators and producers.
- Work collaboratively with internal and external stakeholders and foster meaningful communication between relevant parties. Ensure stakeholders have access to the information required to support the delivery of exhibitions and are actively involved in the project.
- Work closely with the Collections Hub, the Senior Exhibitions Curator and the Exhibitions Coordinator to ensure appropriate object handling and object display techniques are implemented.
- Proactively identify and manage risks. Document and assist in resolving all defects following the conclusion of the project.

## FINANCE AND PROCUREMENT

- Procure, brief and manage the work of external contractors, designers and suppliers, including the development and negotiation of contracts for allocated projects.
- Work with the Exhibitions Manager to develop and negotiate other contracts and assist with the management of contractor and internal stakeholders.
- Develop and maintain exhibition production budgets; develop procurement documentation and assist with procurement processes. Secure quotes for outside services and resolve budgets on a regular basis in accordance with MOTAT's financial guidelines and parameters.

## MANAGEMENT

- Manage incoming and outgoing travelling exhibitions, including contract negotiations, transport logistics, insurance requirements and reporting.
- Organise project team meetings, ensuring that action points are met, and progress made towards delivery.
- Generate and ensure the maintenance of project documents, including project plans, schedules, reports, funding applications, business cases, risk assessments, stakeholder analyses, communications plans, design briefs and drawings, operations and maintenance manuals and other documentation.
- Undertake any other reasonable duties to ensure that MOTAT's business objectives are met, including general coordination of activities which ensure the smooth running of the museum's exhibitions.

## POLICIES AND PROCEDURES

- Contribute to the creation of exhibition development processes and help review, revise and ensure implementation of existing processes and procedures to ensure continual improvement in exhibition delivery and standards.
- Model behaviours consistent with MOTAT values and the MOTAT competency framework.
- Follow all museum policies and procedures, including, but not limited to Health Safety & Environment and Museums Aotearoa's Code of Ethics.
- Ensure compliance with Occupational Health and Safety policies and procedures to ensure the safety of staff, visitors and stakeholders in the production and operation of exhibitions.

## KEY PERFORMANCE INDICATORS

- Manage all project deliverables, as set by the Exhibitions Manager, such that they are achieved within an agreed timeframe.
- Effective coordination and maintenance of project budgets, staying within budget allocation.
- Effective communication with internal and external stakeholders.

## KEY RELATIONSHIPS / DELEGATED AUTHORITY

**Responsible for:** N/A

**Internal Liaison:** Exhibitions, Property & Security, Public Programmes, Collections Hub, MOTAT Team

**External Liaison:** Industry Sector Groups, Designers and Suppliers

## BUDGETARY AUTHORITIES

\$2,000

## SKILLS & EXPERIENCE

- Minimum five years' project delivery experience, ideally gained in a museum or gallery or a similar arts organisation such as film, TV or theatre. A relevant tertiary qualification is desirable.
- Demonstrated business acumen and project management skills including budgeting and budget management, scheduling, reporting and risk management.
- Demonstrated experience of negotiating with and managing external contractors such as designers and fabricators.
- Demonstrated experience of exhibition content development, construction and design management. This includes working knowledge of exhibition curatorial processes, the progression of design from concept to construction documentation and delivery, conservation requirements for object handling and display.
- Strong interpersonal skills and a demonstrated ability to influence and proactively work with employees and suppliers and contractors such as designers and fabricators.
- Excellent negotiation, communication, research, and organisational skills.
- Ability to be flexible, adaptive and positive and work to short time frames.
- A confident team leader and manager who applies creative problem-solving skills to challenges and who thrives on motivating a multidisciplinary project team.
- Familiarity with a range of computer programs, including Microsoft Excel.
- Ability to work flexible hours, including evenings, holidays and weekends as needed for exhibition delivery.

## OUR VALUES

### Ō MĀTUA UARA

<b>Innovation</b>	We will be courageous and try new things.
<b>Collaboration</b>	We will work as a team that respects and supports others.
<b>Integrity</b>	We will act ethically and with respect and transparency.
<b>Sustainability</b>	We will foster knowledge and promote technology that is beneficial to our community.

This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.