

Further Information

Head of Exhibitions & Major Display Projects
Fitzwilliam Museum



The
Fitzwilliam
Museum
CAMBRIDGE



Supported using public funding by
ARTS COUNCIL
ENGLAND

GRADE	G10
SALARY RANGE	£56,587 - £60,022
STAFF GROUP	Academic Related

Role-specific information

Role Summary

The Fitzwilliam Museum was founded in 1816 and opened to the public in 1848. Today, it houses over half a million works of art and antiquities spanning a period of four thousand years and representing most major civilisations of the world. The Museum has an international reputation for excellence in research, exhibitions, learning and public engagement. As well as being the principal museum of the University of Cambridge, the Fitzwilliam is one of the largest cultural providers in the region, welcoming between 350,000 and 450,000 visitors a year, pre-COVID. It is also the lead partner of the University of Cambridge Museums (UCM), the Arts Council National Portfolio Organisation consortium of the University Museums and the Botanic Garden.

The Head of Exhibitions and Major Display Projects is a new senior management role within the recently formed Division of Masterplan, Exhibitions and Major Display Projects. Temporary exhibitions, and displays in the museum's permanent galleries, are where the Museum meets its audiences directly. They are integral to how the Fitzwilliam delivers on its mission and are a core output of its research activities, often involving collaboration with researchers from the wider University and beyond. The ambitious and innovative programme of exhibitions and displays are designed to transform and enhance the visitors' experience and engagement with the collections. They will be developed as a precursor, and incubator for ideas, leading to the Masterplan.

Working in close collaboration with the Director and the Deputy Director, Masterplan, Exhibitions and Major Display Projects, and colleagues and stakeholders across the museum and University, the role holder will lead and manage the team responsible for the delivery of the exhibitions and displays programme, including international touring. The role holder will be required to engage with and lead on important international development activity, in areas such as North America (Yale University, American Federation of Museums), UEA, Kazakhstan, China, and within the context of Cambridge University and the International Alliance of Research Universities (IARU).

To be successful and ensure the delivery of the programme, they will have the experience and opportunity to build and develop a team including academics, conservators, professional services and learning and teaching, and to design a suite of systems and structures which facilitate excellent cross-museum and cross-university planning and delivery processes. They will be committed to producing immersive and interactive exhibition experiences, which are sustainable, diverse, inclusive and fully accessible to a broad range of audiences. These exhibitions will look to translate academic vision and research into meaningful and engaging programmes and support further research goals of the Museum, UCM and wider University.

The role requires the ability to balance strategic development with day-to-day business, proactive management and high-quality delivery, consistently on time and to budget. This is an influential and visible role which has the principles of collaboration, creativity and agility, combined with highly organised, rigorous and disciplined project management skills, at its heart. The role holder will work to establish positive and collaborative relationships with both internal and external colleagues and stakeholders of different backgrounds, supporting and learning from other team members and working with diplomacy and integrity at all times.

The role holder, and the programme they are responsible for planning and delivering, will play a key part in the transformation of The Fitzwilliam Museum, as one of the leading 21st century university museums committed to collaborative, inclusive and innovative practice.

Role Purpose

The Head of Exhibitions and Major Display Projects is responsible and accountable for the planning and delivery of the programme of exhibitions, galleries and spaces to a high level of quality and rigour, through supportive, structured collaboration, cross-museum and cross-university working and a well-defined business plan.

The Exhibitions and displays created will work towards an increased footfall to the Fitzwilliam Museum (currently around 400,000 visitors per annum) and greater exposure to the collections onsite and the work undertaken across the museum and the university. Increased footfall also leads to an increase in income through commercial activities, philanthropy and giving and supports the museum in becoming a financially sustainable operation. Strategic work and the development of international partnerships and touring exhibitions play a key part in the future vision for the Museum and the University

They will create, lead, direct, motivate and develop the internal and multi-disciplinary teams to deliver high quality exhibitions and displays on time and within budget, with a high degree of curatorial, research and design integrity, universal accessibility and inclusivity, and the deployment of innovative, inclusive and engaging methods of interpretation. These project teams will be created on multiple occasions per year to meet the needs of the Museum and its exhibitions and displays programme. These teams will include colleagues from across the Museum or wider University of Cambridge Museums consortium including academic, professional services, technical and communications teams.

They will work with the Deputy Director, Masterplan, Exhibitions and Major Display Projects on influencing and leading a new approach to design quality in the presentation of the museum. They will work closely with colleagues across the museum, particularly curators, conservators, collections management and loans staff.

They will bring their knowledge and experience of managing and delivering exhibition and display projects from conception through to completion and evaluation, to review and redesign the systems, structures and processes of exhibition making and consistent methods of delivery across a complex and multi-strand programme, in a way that is easily understood and clearly communicated.

Key Responsibilities

1. Leadership, Strategy, Change Management

- Work with the Director, Deputy Directors and Senior Management Team to plan and deliver the strategic aims and objectives of the Fitzwilliam Museum
- Facilitate and coordinate the management of change in support of the Museum's strategic objectives
- Undertake partnership working, both internally and externally, to further the Museum's objectives
- Build effective team working within the Exhibitions team, and be an advocate for this area of work across the Museum
- Liaise closely with members of the SLT and SMT in the planning and delivery of activities

2. Leadership & Management

- Manages, motivates and develops the Exhibitions and Major Display Team and wider pool of external collaborations and contributors. Leads by example to demonstrate and embed the museum's values within the team and the wider museum.
- Responsible for leading, directing and assuring the integrated and cross-museum planning and delivery of the programme of temporary exhibitions, and gallery display projects. Directs and leads the design, development, and implementation of consistent methods of delivery across a complex and multi-strand programme, in a way that is easily understood, clearly communicated and tightly coordinated.
- Acts as Project/Programme Manager for all exhibitions and displays, ensuring a coordinated and consistent approach to project management, resourcing, delivery and reporting. Has financial accountability for the full programme. Chairs Steering Groups, produces regular reports and updates, and ensures sign off at required stages from Senior Management Team, Senior Leadership Team, Programme Board and Syndicate.
- Acts as Project Director for selected Major Display Projects (e.g. in 2022: Founders Galleries refurbishment and display, Egyptian galleries redisplay).

3. Diversity & Inclusivity

- Acts as a champion of audiences and a diverse, inclusive, immersive and interactive approach to interpretation and design, including digital where appropriate, evaluation at key stages and opportunities for co-design.

4. Financial Management

Working with the Museum and wider University Finance team and other relevant colleagues, oversees the strategy and planning for procurement of exhibition and display-related contracts, ensuring compliance, value for money, and expert design, project and cost management, proactive risk management.

5. Communications & Relationship Management

- Work closely with Academic colleagues on the translation of complex ideas and information into tangible and understandable display and exhibition designs and help to support public impact and research funding (REF) bids.
- Work with colleagues across the Museum and the wider University, identifying potential partnerships and opportunities for collaborative working.

6. Presentation & Design

- Works in conjunction with the Deputy Director, Masterplan, Exhibitions and Major Display Projects and all museum colleagues (including academic, professional services and marketing/communications colleagues) on the improved presentation and design standards across the museum, including labelling and interpretation

Person Profile

This section details the knowledge, skills and experience we require for the role.

Education & qualifications	<ul style="list-style-type: none"> • Good first degree, or equivalent. • Professional qualification, or equivalent, in project management or equivalent • Authoritative knowledge and experience of the market dynamics of the heritage or similar sectors • Demonstrable project management knowledge and skills (digital and physical projects). • Evidence of ongoing professional development.
Specialist knowledge & skills	<ul style="list-style-type: none"> • Leadership skills of the highest quality and demonstrable evidence of team leadership. • Excellent programme and project management skills with the ability to plan and lead work at both strategic programme and individual project level, ensuring alignment and consistency • Highly effective communication and influencing skills, collaborating with specialists from different professions and disciplines. • Skilled and confident budget planning and management • Highly organised and able to work calmly under pressure. Able to react positively to change and uncertainty. • Focussed on problem solving and decision-making, able to appropriately manage risk. • A sound knowledge of interpretation methodologies and audience needs, to translate innovative research and complex ideas for audiences in a museum or other relevant context. • Knowledge of, and ability to apply the RIBA design stages, to a museum exhibition and display context. • Knowledge of Sustainability as it applies to exhibition and gallery design, procurement and build • High level of IT literacy, with ability to apply to exhibition planning, communications, and efficiencies. • Mutually supportive and collaborative team working style; builds relationships and learns from others. • An interest in, and commitment to, the mission and purpose of the Fitzwilliam Museum.
Interpersonal & communication skills	<ul style="list-style-type: none"> • Ability to communicate effectively, be persuasive and build relationships and trust with people at all levels, across different areas of specialism • Ability to manage a diverse staff group, instilling confidence and trust, leading by example with consistency and integrity • Ability to lead, build and work within teams effectively, encouraging and facilitating the learning and development of others to build individual and team potential and effectiveness through clear direction, guidance and feedback on performance. • Ability to resolve complex problems, managing conflicting priorities and tensions. • Ability to negotiate and influence at all levels, to identify clear aims in negotiations and achieves satisfactory outcomes. • Ability to communicate concepts and ideas, drawing on relevant data as appropriate • Ability to build a culture of innovation, identifying and championing new approaches for improving organisation results and achievements • Ability to lead through change. • A high level of awareness of personal impact, ability to modify behaviour accordingly, listen and respond constructively to the realities and needs of others by using a range of communication skills and strategies.

Relevant experience	<ul style="list-style-type: none"> • Demonstrable experience of leading and managing all aspects of temporary exhibitions and gallery display projects, in a museum or other relevant context, to a high degree of curatorial, interpretation and design quality and integrity. • Experience and understanding of leading a complex multi-strand programme of exhibitions and projects in a consistent, integrated, and cross-museum way; reviewing, developing, and implementing systems to facilitate efficiency and creativity. • Experience of acting as a Project Director, establishing, leading exhibitions or gallery projects from concept to completion. • Understanding and experience of working to international museum standards for exhibition display, loans, environmental conditions contracting, transport and touring models, working with other exhibition venues. • Demonstrable knowledge and commitment to ensuring exhibitions are immersive and interactive and audience engagement (including digital), inclusivity and diversity • Highly design-aware, with demonstrable experience of commissioning and delivering sustainable exhibition and display design of the highest quality. • Experience of leading and managing capital projects in a museum or cultural institution. •
Additional requirements	<ul style="list-style-type: none"> • Experience of working in a HE setting • Ability and willingness to sometimes work evenings and weekends.

Terms and Conditions

Location	The Fitzwilliam Museum
Working pattern	<p>There are no conditions relating to hours and times of work but you are expected to work such hours and days as are reasonably necessary for the proper performance of your duties. Your times of work should be agreed between you and your head of institution.</p> <p><i>Please note:</i> core hours for Fitzwilliam Museum staff working in the main museum building are Monday to Friday, 8.30am to 5pm and staff are normally expected to be at work between those times.</p>
Hours of work	37 per week
Length of appointment	Permanent
Probation period	9 months
Annual leave	In the full University year, 41 working days, including Public Holidays.
Pension eligibility	<p>Universities Superannuation Scheme (USS)</p> <p>Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: http://www.pensions.admin.cam.ac.uk/.</p>
Retirement age	There is no retirement date for unestablished academic-related staff

Closing date	Midnight Sunday, 14 November 2021
Expected date for interview	Tuesday 7 December 2021
How to apply	<p>To submit an application for this vacancy, please click on the link in the 'Apply online' button on the advert published on the University's Job Opportunities pages http://www.jobs.cam.ac.uk. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.</p> <p>Any queries should be directed by email to recruitment@fitzmuseum.cam.ac.uk or by telephone on 01223 764357.</p>

Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

This role requires a basic Disclosure and Barring Service (DBS) Check and a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this/these check(s); whether an outcome is satisfactory will be determined by the University.

General Information

The University of Cambridge

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £1.66 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £400 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support.

The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching. The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving

universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.

The University of Cambridge Museums (UCM)

The University of Cambridge Museums is a consortium of the eight University Museums and the Cambridge University Botanic Garden, which works in partnership with other Cambridge University collections as well as with museums and other partners regionally, nationally and internationally.

The University's collections are a world-class resource for researchers, students and members of the public representing the country's highest concentration of internationally important collections, all within walking distance of the City Centre.

Through a collaborative, audience-facing approach, UCM programmes focus on unlocking the University's collections, and the research activities which underpin them, for a larger and more diverse audience and through sector support and partnership.

The UCM NPO programme for 2018-22 will be delivered by:

- The Fitzwilliam Museum
- The Museum of Archaeology and Anthropology
- The Sedgwick Museum of Earth Sciences
- The Museum of Zoology
- The Whipple Museum of the History of Science
- The Polar Museum, Scott Polar Research Institute

- Museum of Classical Archaeology
- Cambridge University Botanic Garden

Kettle's Yard and the University Library are associate partners, and part of the wider UCM Steering Group.

The UCM Programme and Team are based at the Fitzwilliam Museum, which is the lead partner for the UCM NPO funding and represents the UCM at the National Museums Directors Council. The Fitzwilliam Museum provide management and financial oversight and administrative support for the UCM programme.

The Fitzwilliam Museum

The Fitzwilliam Museum was founded in 1816 by the bequest of Richard, Viscount Fitzwilliam, an eighteenth-century collector whose gift to the University included funding for the original building on Trumpington Street which opened to the public in 1848. Since then the Museum and its collection have continued to grow, thanks to generations of benefactors. Today, it houses over half a million works of art and antiquities spanning centuries and civilisations and has an international reputation for excellence in research, exhibitions and education programmes. The Fitzwilliam Museum's collection were awarded designated status by the Arts Council England in 1997. The Hamilton Kerr Institute (HKI) at Whittlesford is a department of the Museum.

The Fitzwilliam is the lead for the University of Cambridge Museums (UCM) partnership, one of 12 museum services across England in the Arts Council's National Portfolio at Band 3 (Band 3 National Portfolio Organisations (NPOs) are those in receipt of over £1 million of Arts Council NPO funding per annum), with a responsibility for sector leadership and support. The Fitzwilliam is also the recipient of the second largest investment made by Research England's Museums, Galleries and Collections Fund.

The Museum welcomes over 400,000 visitors a year. In addition to its function as the principal museum of the University, the Fitzwilliam offers a wide range of education and information services for the general public and provides the principal museum service to Cambridgeshire and neighbouring counties. It also provides the wider HE community with unparalleled research access to the collection through its study rooms and reference library. In more recent years, research undertaken by staff at the Museum and the University's departments has given rise to exhibitions, loans, publications and conferences. The Museum's extensive online resources are used by a world-wide audience of scholars, teachers and learners. Its last major capital extension was the £12 million Courtyard

Development which was completed in 2004. Since 2015, the Museum has been working with University Estates Management and the architects MUMA on a Masterplan for the Museum, which has been approved in principle by the University's Capital Project Group and Planning and Resources Committee. It is envisaged that the Masterplan will be delivered in four phases over 10 to 15 years, subject to funding.

The Museum is a Non-School Institution of the University. It is overseen by the Fitzwilliam Museum Syndicate, a statutory body which reports to the University General Board. The Museum's Director is a member of the General Board's Museum Committee and the Cambridge Museums Steering Group which both bring together all eight museums and the Botanic Garden.

There are currently five divisions within the Museum, each headed by an Assistant Director reporting to the Director. Operations combines the operational functions of the museum: finance, HR, facilities, visitor experience, digital and IT. Engagement & Partnerships includes communications, public programmes and learning. Conservation includes the Hamilton Kerr Institute (which has its own Director who reports to the Museum Director) at Whittlesford, as well as in-house provision. Collections & Research includes the five curatorial departments of the museum together with the Exhibitions and Registrars' department. In addition, the Museum Development Office and the Managing Director of Fitzwilliam Museum Enterprises report directly to the Director. In all there are approximately 200 members of staff and over 100 volunteers. In 2016-17 the Museum's turnover was approximately £16.6 million, of which £1.44 million was from HEFCE's Museums, Galleries and Collections Fund and £1.46 million was from the Arts Council.

For more information on the Fitzwilliam Museum, please visit <http://www.fitzmuseum.cam.ac.uk>

What the University can offer you

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work. The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

CAMBens employee benefits

We offer a CAMBens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses. CAMBens Cars and CAMBens Cycle to Work salary sacrifice schemes are also available, which enable employees to save money on transport costs.

A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University of Cambridge.

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care. In addition, our Ofsted rated 'outstanding' workplace nurseries, childcare vouchers, a childcare salary sacrifice scheme and a high quality holiday play scheme are available to help support University employees with caring responsibilities. The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people.

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in

Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose.

The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.

Relocating to Cambridge

The University Accommodation Service exists to help employees in their search for a rental home in Cambridge. A new University development at North West Cambridge called Eddington offers subsidised rented accommodation to University staff. The development consists of high quality furnished one and two bedroom apartments. For more information about the development and how to apply please visit the website www.nwcambridge.co.uk

The importance of helping individuals settle into a new area is also recognised by the University. The Shared Equity Scheme <https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/financial/shared-equity-scheme> provides financial assistance to qualifying new members of staff with the purchase of living accommodation, where they have to relocate to take up their appointment. Removal expenses are also available for qualifying new members of staff.

Equality & diversity

The University has a vibrant and varied community. We support and encourage under-represented groups and we value diversity. We welcome applications from individuals with disabilities. Our recruitment and selection procedures follow best practice. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions.

Information if you have a Disability

The University welcomes applications from individuals with disabilities and we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.jobs.cam.ac.uk/applying/disability/>.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, Sarah Hurst, who is responsible for recruitment to this position, on 01223 474840 or by email recruitment@fitzmuseum.cam.ac.uk . Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via hrenquiries@admin.cam.ac.uk.