**Exhibitions Coordinator**

**Dovecot Studios**

**Location: Edinburgh**

**Salary: ca £20k**

**Reports to: Exhibitions Curator**

**Full time: 40 hours per week excluding breaks**

**Days: Monday to Friday but with flexible shifts to accommodate exhibition installation and events, incl. evenings and weekends**

**Contract: 18 months fixed term**

**Pension: Dovecot operates a group pension scheme**

**Annual Holidays: 28 days + 9 bank holidays pro rata**

**THE ROLE:**

The Exhibitions Coordinator is a new position at Dovecot Studios, Edinburgh. 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 new role, you will provide high quality support to the Curator in realising this programme.

You will be a lynchpin in the realisation of Dovecot exhibitions, supporting the Curator from research through to installation and evaluation. You will coordinate with artists, independent curators, lenders, and museums and galleries; organise transport and insurance; complete registrarial duties; and help to produce labels and interpretation. You will be responsible for coordinating exhibition installation with suppliers, technicians and designers, reporting to the Curator to realise the vision for each exhibition.

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 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 Curator, you will be required to work flexibly, with usual hours between 8.30am 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 evenings and weekends as required. Within the main responsibilities of the role, you will:

**Curatorial:**

* Liaise with external curators, lenders and registrars to maintain object lists.
* Research and collate object information; including contextual information, images and film copyright permissions.
* Communicate with exhibition designers and external curators ensuring that all project team members have the relevant and correct information.
* Liaise with all Dovecot colleagues and communicate programme detail to secure a smooth and timely flow of information. Organise exhibition meetings and take minutes.
* Coordinate small displays externally and within Dovecot, including the hanging and presentation of tapestries as required.
* Edit, proof and assist with layout of exhibition texts and marketing copy.
* Assist with Dovecot collection management.
* Deal with routine enquiries, maintain databases and process responses to exhibition proposals with the Curator.
* Coordinate practical arrangements for exhibition tours.

**Project coordination:**

* Coordinate schedules and research costs, compiling contractor estimates, and seeking best value for money to keep each exhibition within budget.
* Work with Curator to maintain budget records.
* Compile information for indemnity and insurance for incoming or outgoing loans.
* Coordinate incoming loans and object care responsibilities, liaising between exhibition partners and couriers and booking shipping and conservation
* Maintain computerised and manual records and files relating to exhibitions

**Installation:**

* Co-ordinate exhibition installation, booking couriers, freelance contractors, accommodation, shipping, room allocation and sourcing equipment.
* Coordinate the daily activity of couriers, technicians and volunteers onsite during exhibition changeover, ensuring that the installation runs to schedule.
* Supervise exhibition object security and handling; coordinate condition reporting
* Ensure the installation is carried out to the design and display requirements set out by the Curator, project partners and exhibition designers.
* Liaise with print and design suppliers.
* Coordinate environmentally responsible disposal of installation waste.
* React responsively and be able to change details at short notice as production schedule changes.

**Ongoing Presentation and Care**

* Keep and maintain environmental monitoring records for Dovecot exhibition spaces and display cases, communicate information with external partners where necessary.
* Conduct regular checks on the exhibition galleries and liaise with front of house team to ensure good practice in the care of objects and presentation of the exhibition is maintained.
* Assist in the good order and safety of the exhibition store.

**Wider Tasks**

* Compile exhibition guest lists in collaboration with Marketing, and manage exhibition contacts on database and private view lists.
* Assist with private views and other Dovecot events including speaking at events where appropriate.
* Answer general telephone and written enquiries.
* 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 Coordinator Personal Specification**

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|  | **Essential** | **Desirable**  |
| Skills/Abilities  | * Excellent organisation skills and impeccable attention to detail
* Excellent communication and accuracy in written communication
* Ability to plan ahead, identifying risks and contingencies
* Self-motivated with excellent time management
* Ability to work as part of a team and independently, remaining calm under pressure, and to quickly find your feet in a fast-paced work environment
* Good proven computer skills with experience of Microsoft Office
 | * Experience working with artists, designers and makers
* Proven ability to coordinate a team to realise a project
* Good negotiation skills and the ability to handle sensitive situations with diplomacy
* Skilled in art handling
* Proficient in Adobe Suite
* Keen and able to present and communicate to varied audiences
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| Knowledge  | * knowledge of textiles or contemporary art, craft and design
* Knowledge of working practice in a gallery, museum or heritage context
* Commitment to equality and diversity
 | * Knowledge and interest in tapestry
* An understanding of personal and collective responsibility with regard to Security and Health & Safety

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| Qualifications and training  | * Educated to degree level or with equivalent demonstrable experience
 | * Degree in a creative or heritage field, museum studies or curation
* First aid and/or health and safety trained
* Trained in working at heights
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| Experience  | * Experience of arts administration
* Experience of an exhibition installation environment
* Experience with the care and handling of art works and museum objects
 | * Experience coordinating independent contractors
* Experience of managing a budget
* Experience of international shipping, insurance and customs
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| Other requirements  | * A flexible and adaptable approach to working hours that will include some evening and weekend work
* A confident self-starter
* UK residency and work permit
 | * Creative and commercial outlook
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**Dovecot Studios Ltd (DSL)**

Dovecotis 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 Studiois 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.