

## JOB DESCRIPTION

<b>Post title:</b>	<b>Project Manager (Public Programmes and Exhibitions)</b>
<b>Responsible to:</b>	Museum Director
<b>Department:</b>	Bethlem Museum of the Mind
<b>Contract Type:</b>	Fixed Term, 9 months
<b>Hours:</b>	Part-time, 3 days per week (to include occasional evening and weekend work).
<b>Salary:</b>	£13,500
<b>Period of appointment:</b>	Fixed-term: 25 <sup>th</sup> June 2018 until 25 <sup>th</sup> March 2019 with possibility of extension
<b>Location:</b>	Bethlem Museum of the Mind, Bethlem Royal Hospital Monks Orchard Road, Beckenham, Kent BR3 3BX

*This freelance contract runs from the week beginning 25<sup>th</sup> June 2018 until 25<sup>th</sup> March 2019 to project manage development, delivery and evaluation of the following:*

- 3 x temporary exhibitions
- Public Events Programme
- Artist in Residence Programme

*The fixed fee, including all expenses, is £13,500, which will be paid in instalments:*

*25% to be paid on appointment*

*50% to be paid half way through the contract following a progress report and evaluation*

*25% to be paid upon completion of the contract in March 2019*

*Appointment is subject to DBS clearance.*

Bethlem Museum of the Mind holds the collections of the Bethlem Royal Hospital, Warlingham Park and Maudsley Hospital. Starting life as a priory in 1247 ('The Order of St Mary of Bethlehem'), the hospital has been located on four different sites. Once known as the notorious 'Bedlam' in the 1700's, the hospital gained notoriety, its name synonymous with chaos and mayhem. The third site at St George's Fields, now housing the Imperial War Museum, began to focus on a growing understanding of mental illness and the care of patients, with an emphasis on recovery. Today we continue this tradition, with both patients and members of the public enjoying over 250 acres of green space.

The Museum of the Mind aims to encourage people to talk about mental health; our interactive displays consider contemporary issues relating to mental health, using archival material, objects and artworks to generate discussion and debate. We are proud to have been shortlisted as finalists for Art Fund Museum of the Year 2016, just a year after we moved into our new museum, a stunning Art Deco building, once used by the hospital as its administrative block. To complement our permanent gallery, we host three temporary exhibitions a year, inspired by our collection and archive. We also programme an activity programme to reflect the 'Five Ways to Wellbeing' identified by the South London and

Maudsley NHS Foundation Trust, the Museum's governing body. We work in association with Bethlem Gallery, whose contemporary art display and studio is located on the ground floor.

### **Main Job Purpose**

The Project Manager (Public Programmes and Exhibitions) will work closely with the Museum Director, Communications and Marketing Officer, Archivist and Learning and Outreach Officer to develop, manage and deliver a wide range of income-generating and free events aimed at adults that are relevant for our diverse onsite, local and national audiences, including talks, courses, workshops, tours and symposia on a range of aspects of mental health, history, literature and visual culture. In addition, you will contribute to the curation of our temporary exhibitions.

### **Key Responsibilities**

- Provide logistical support to the Museum Director and Archivist, ensuring that the programme of events and temporary exhibitions is delivered on time, to budget and to a high standard.
- Work closely with colleagues to develop exhibition-related programming.
- Work with speakers, artists, writers and other internal and external partners to develop content for the programme
- Bring own ideas to the design and development of the programme and temporary exhibitions, including suggesting event contributors, themes, formats and spaces
- Support the marketing and publicity of events, including writing event descriptions for print and online media.
- Liaise with other staff members, including the Front of House Manager and volunteers to appropriately set-up physical spaces and audio-visual technology to ensure the smooth delivery of events
- Manage event ticket bookings, using Eventbrite and the Museum's CMS
- Contribute to the ongoing evaluation of the objectives, content and delivery of programmes and exhibitions.
- Ensure access to the events programme for those with additional needs.

### **Administration and Finance**

- Ensure the spreadsheet planner for future events is regularly updated.
- Ensure that documentation and archiving of completed events is kept up-to-date
- Monitor project budgets, including producing estimates of costs and facilitating the continuous review of progress against targets and budgets.
- Supporting the generation of income through contributing to grant applications.

### **General**

- To work closely with and provide ad hoc cover and support for other team members as required.
- To carry out any other duties appropriate to the post as agreed with the Museum Director.

- To keep up-to-date with developments in the museum and heritage sectors and ensure the museum embraces best practice in response to locally and nationally recognised initiatives on exhibitions and programming.
- To undertake other duties which may be reasonably requested by the Director and which are compatible with the overall scope and authority of the role.

## Person Specification

### Qualifications:

<b>Essential</b>	Educated to Degree Level or equivalent, with evidence of further research, study or training undertaken Demonstrable interest in art, history, literature and mental health
<b>Desirable</b>	Masters degree or equivalent in an Arts Subject or Museum Studies

### Experience:

#### Essential

- Relevant experience of planning and delivering public events and exhibitions programmes in a gallery, museum or similar environment.
- Excellent organisational and planning skills, coupled with the ability to work calmly under pressure and to tight deadlines in a busy environment.
- Knowledge of literature, history, visual art and mental health with a wide network of contacts
- A creative, problem-solving approach, and the confidence to develop ideas independently as well as part of a team.
- Ability to multi-task and work on several projects at the same time.
- Highly effective interpersonal communication skills, including the ability to communicate diplomatically and effectively at all levels, both internally and with external contacts.
- Strong written communication skills, with close attention to detail and the ability to write clearly and tactfully.
- A demonstrable ability to use initiative, good judgment, anticipate issues and find effective solutions.
- A flexible approach to work, including ability to work evenings and some weekends to deliver events.
- Relevant experience of applying the principles of inclusivity, equality and diversity to audience-focused programming

#### Desirable

- Previous experience in the field of mental health.
- Experience using new technology and social media for event promotion, and familiarity with Eventbrite and CMS management