



WENTWORTH WOODHOUSE

♦ R O T H E R H A M ♦

Role Profile | Registrar and Exhibitions Manager

Salary | £35,000 FTE

Office Location | Wentworth Woodhouse, Rotherham, South Yorkshire, S62 7TQ

Hours of Work | 37.5 hours per week, 11-month annualised contract, January closure.

Responsible To | Head of Cultural Programming

Role Purpose

Wentworth Woodhouse is a Grade I listed mansion in Rotherham, South Yorkshire. The Wentworth Woodhouse Preservation Trust (the Trust) is committed to delivering high-quality, creative and enjoyable visitor experiences.

The Registrar and Exhibitions Manager is responsible for managing and administering the delivery of cultural events at Wentworth Woodhouse, including the planning, implementation and delivery of temporary exhibitions and displays. The role ensures that all exhibitions and events are delivered on time, to budget and produced to the highest possible standards. They are responsible for administering loan agreements, risk management, transportation, condition reporting, and installation of artworks, liaising with artists, lenders and institutions. They will ensure the safe handling, display and storage of artworks, maintaining accurate records and documentation of owned and loaned items, managing Government Indemnity applications, renewals, and other insurance arrangements.

Role Duties

Exhibitions

- To support the Head of Cultural Programming and other members of the senior leadership team in the successful delivery of a long-term exhibition and events programme of artistic quality, excellence, diversity, accessibility and environmental objectives, in-line with the Cultural Strategy.
<https://wentworthwoodhouse.org.uk/cultural-strategy/>
- To lead on the coordination and management of exhibitions and cultural events delivery, including; logistics, administration of loans and commissions, procurement of services and the installation/deinstallation of exhibitions and displays.

- To ensure that the annual exhibitions programme is delivered on time and budget.
- To ensure the ongoing maintenance of exhibition content and installations.
- Coordinate the production of exhibition build, graphics and printed interpretation liaising with external designers and producers.
- Contribute to exhibition-related grant applications, receipts and reporting.
- To support the scheduling, installation and evaluation of exhibitions in the Community Gallery, meeting community engagement objectives set out in the Cultural Strategy.

Registration

- To advise the senior leadership team on registration best practice, leading on the continuous improvement of registration standards, identifying and regularly review risk in relation to owned and loaned collections and artworks.
- To support the application to and delivery of Museum Accreditation, and administer subsequent Accreditation returns, ensuring legal compliance and ethical standards in-line with national guidelines.
- To implement and manage a collection management database, ensuring accurate accessioning and subsequent maintenance of records, including location tracking, provenance, and condition reports ensuring they are documented to SPECTRUM standards.
- To manage long and short-term loans for the display of historically associated collections.
- Manage insurance policies for cultural property, including Government Indemnity and commercial insurance cover as required.
- To oversee the day-to-day movement and storage of collections, facilitating access as required and assist with collections care and conservation projects.
- To support curatorial projects as required.

General

- Help the Trust achieve its financial targets and maximise sales through the visitor offer and exhibitions programme. Control costs and ensure all goods and services undergo a rigorous procurement process including comparative quotations/estimates to obtain best value and ensure best practice.
- Maintain and develop appropriate professional networks with artists, freelancers, organisations and communities, seeking out new sustainable partnership opportunities.
- Actively participate in emergency procedures and disaster planning.
- Be an ambassador for the work of the Trust.
- Comply with the Trust's processes and procedures to minimise risk to the visitors, staff and volunteers.
- Support the general delivery of the cultural events programme as required.

Person Specification

Please see the criteria expected of the role below. As part of your application, please note these and explain how you meet and exceed them.

Factor	Criteria	Essential or Desirable
RELEVANT EXPERIENCE	Proven track record of planning and delivering innovative exhibitions in the arts or heritage sector on time and to budget.	Essential
	Experience of working as a registrar in a museum or gallery setting, with a detailed understanding of loans administration.	Essential
	Proven track record of collections management experience and an understanding of Museum Accreditation.	Essential
	Experience of delivering community events or programming for a wide range of audiences.	Desirable
	Experience writing and reporting against grants applications or raising funds for artists and exhibitions.	Desirable
KNOWLEDGE	Degree qualification in arts, heritage or a related field.	Essential
	Understanding of heritage standards and sector policy related to the management of objects and works of art, loans in, display and transport arrangements.	Essential
	Understanding of the history of Wentworth Woodhouse and the work of the Preservation Trust.	Desirable
JOB RELATED SKILLS	Excellent verbal and written communication skills; ability to negotiate, be sensitive and diplomatic, as required.	Essential
	Highly developed interpersonal skills with the ability to build positive working relations with a wide range of internal and external stakeholders.	Essential
	Highly organised and detail-oriented administrator with a methodical approach to project management, able to deliver simultaneous project deadlines effectively.	Essential
	Understanding of health and safety procedures, including creating risk assessments.	Essential

	Proficiency with Microsoft Office software, in particular Word, Outlook, PowerPoint, and Excel and collection management systems.	Essential
	Ability to manage a variety of freelance workers including art technicians and conservators.	Essential
	Ability to work both independently and as part of a team.	Essential
PERSONAL ATTRIBUTES	Interest in heritage, art and culture, and community engagement.	Essential
	A flexible and positive approach.	Essential
	Ability to work well under pressure, and remain calm in a busy environment.	Essential
	Reliable, with good timekeeping and well-presented.	Essential
WORK CIRCUMSTANCES	Able to work flexible hours, including evenings, weekends, school holidays and Bank Holidays as required.	Essential
	Willingness to have a DBS check	Essential.