

## Exhibition Producer

### Main Duties and Responsibilities:

We are recruiting an Exhibition Producer to support the creation and implementation of temporary exhibitions, interventions, and gallery updates at the museum. The Exhibition Producer will lead on the delivery of specific exhibitions and interventions, ensuring all outputs are delivered on time, on budget and provide a high-quality engaging experience for our audiences.

<b>Role family:</b>	Content
<b>Line Manager:</b>	Transformation Manager
<b>Rank and Salary:</b>	D
<b>Contract:</b>	FTE, Permanent

### Management / Supervision:

- Freelancers
- Contractors
- Volunteers

### Overall purpose of the post:

- Lead on the creation and implementation of specific temporary exhibitions, interventions, and gallery updates, ensuring they align with the National Football Museum's creative and cultural objectives by engaging a diverse range of audiences.
- Ensure the successful execution of exhibitions by using good project management practices, including detailed planning, risk assessment, budgeting, and stakeholder engagement.
- Foster internal and external relationships, advocating for the museum's exhibition programme, collaborating with internal teams, and developing relationships with external organisations.
- Support the museum's goals of audience engagement, income generation, and environmental sustainability, ensuring that exhibitions are both innovative and accessible to diverse audiences.

## Key Responsibilities:

### Programme & Project Management:

- To lead inter-departmental project teams to develop and delivery temporary exhibitions and interventions across NFM.
- To support the implementation of NFM's project management methodology for the development and delivery of temporary exhibitions and interventions.
- To ensure all exhibitions and outputs align with project management best practice (inc. detailed project plan, timelines, risk register, budget, stakeholder matrix etc.)

### Creative:

- To use NFM's collections and stories to produce develop high quality, innovative, creative approaches, to exhibitions, interventions, gallery updates and digital content, in line with NFM's *Football Creates* agenda.
- To support NFM's goals of expanding its audiences, by taking an audience focused approach to producing content, drawing upon participation and co-creation techniques, as appropriate.

### Temporary Exhibitions, Interventions & Permanent Gallery Updates:

- To manage the development and delivery of temporary exhibitions within NFM's Transformation Portfolio.
- To deliver Interventions across NFM's galleries, and outside the museum space, testing and exploring new ways of communicating and engaging with audiences.
- To manage the development and delivery of small-scale permanent gallery updates and support the Transformation Manager to deliver mid- to large-scale permanent gallery updates, in line with NFM's Project Management Framework.
- To manage exhibition installations, including developing install schedules and arranging support from relevant colleagues.

### Digital Content:

- To support the Digital Producer to integrate digital outputs into Temporary Exhibitions, Interventions & Permanent Gallery Updates

### Internal Stakeholder Management:

- To advocate for NFM's exhibition programme and support colleagues to develop their skills in managing and delivering exhibitions and gallery projects.
- To work with internal stakeholders across NFM's Directorates to ensure they remain invested in the exhibition programme and use their skills and expertise to proactively identify opportunities to support the development of temporary exhibitions.



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#### External Stakeholder Management:

- To proactively identify and develop relationships with organisations, partners and freelancers to support positive outcomes and the *Football Creates* strategy.
- To identify opportunities to co-develop and deliver outcomes with external partners, and to lead on this where relevant.
- To manage freelancers as required to deliver exhibition outputs.

#### Fundraising & Income Generation:

- To ensure all digital outputs have considered NFM's commitment to income generation, identifying any appropriate opportunities.

#### Reporting and KPI's:

- To support the ongoing data collection and evaluation of NFM's exhibitions and galleries, using our evaluation process.

#### Development & CPD:

- To proactively identify opportunities for personal development, and take part in training and skills development offered by the organisation
- To keep up to date with industry developments/ improvements, relating to exhibitions, galleries, interpretation, and co-led ways of working.

#### Other:

- To support the Transformation Manager to ensure that all content aligns with copyright and IP legislation.
- To support NFM's commitment to environmental sustainability, by proactively identifying opportunities to reduce our carbon footprint and to engage visitors in related topics.
- To take positive action to promote equal opportunities and diversity in all aspects of the work of the NFM
- To adhere to NFM policies, such as health and safety, child protection etc.
- Any other duties consistent with the level of the post.

#### Health and Safety Responsibility:

- Employee

#### Essential knowledge, skills and experience:

- Experience of delivering exhibitions or creative outputs, either within museums or the wider cultural sector.



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- Experience of being creative and adventurous, leading to the delivery of high-quality innovative work.
- Experience of taking an audience-focused approach, creating work that is tailored to the needs and interest of specific audiences.
- Experience of building successful relationships with colleagues and stakeholders, influencing and motivating them to ensure projects are delivered on time and to scope.
- Experience of using project management tools (project plan, timeline, budget tracker, and risk register) to deliver creative outputs on time and to scope.
- Digital literacy, with experience using MS Office Suite or equivalent.
- Experience of capturing data and using it to evaluate the success of creative outputs or projects.
- Knowledge of current opportunities and challenges in the museums and cultural sector.

### **Desirable knowledge, skills and experience:**

- Experience of managing freelancers
- Experience of using a project management framework/methodology to deliver delivering exhibitions, or creative outputs.
- Experience of managing discrete budgets.
- Experience using interpretation strategies to deliver exhibitions, or creative outputs.
- Knowledge of football heritage and culture

### **Essential qualities and abilities:**

- Ability to work with a range of people, including internal staff and external stakeholders, to build relationships and produce high quality outputs.
- Strong verbal and written communication skills, and experience of communicating with a range of audiences.
- Ability to adopt a proactive and solution focused approach to solving problems.
- High level of attention to detail, delivering high-quality outputs for visitors and other stakeholders in tandem.
- Excellent time management skills, working flexibly to prioritise and deliver multiple projects/outputs in tandem, to meet required deadlines.
- Self-motivated with the ability to work both alone and as part of a team to deliver agreed outcomes.
- Ability to work occasional evenings or weekends, as required (e.g. delivery of events; supporting exhibition install).



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