

**JOB DESCRIPTION**

<b>Job Title:</b> Exhibitions Coordinator	<b>Accountable to:</b> Events and Exhibitions Manager	
<b>Contract Length:</b> 1 year fixed term	<b>Hours per week:</b> 35	<b>Weeks per year:</b> 52
<b>Salary:</b> £28,839 - £35,205 per annum	<b>Grade:</b> 3	
<b>College/Service:</b> London College of Communication	<b>Location:</b> Elephant and Castle	

**Purpose of Role:**

London College of Communication is a pioneering world leader in creative communications education. We nurture and develop the critical, creative, and technical excellence needed to discover new possibilities and practices in creative communications, through a diverse, world-leading community of teaching, research and partnerships with industry. Future plans for the College include a cutting edge new building that will allow us to explore our approach to learning and teaching, engaging with our communities, and contribution to the wider creative and cultural landscape.

London College of Communication runs an annual programme of exhibitions and events that showcases the heritage and influence of our staff, students and graduates as well as the future of our diverse disciplines in design, media and screen. The purpose of this role is to support the development and delivery of the College's exhibition programme aimed at broadening and diversifying our audiences, enhancing the College's profile and brand and further strengthen our established global reputation. The exhibitions will attract audiences, contribute to the positive experiences of our staff, students and graduates, and further build on our external relationships and networks in the relevant creative sectors.

**Duties and Responsibilities**

**Principal responsibilities**

- To work with the Events and Exhibitions Manager to support the smooth delivery of exhibitions, degree shows and postgraduate shows.
- To oversee the process of student engagement and student feedback in relation to degree shows and postgraduate shows
- To work with academics and external partners within design, media and screen and our local communities to contribute to the development of the College public programme by exploring new opportunities including strategic partnerships and collaborations, which will benefit the academic and cultural life of the College.
- To build relationships with key internal stakeholders including course teams and ensure they are kept up to date with events and exhibitions, specifically public programme activity.
- To work with colleagues across the College to develop and deliver activity for a wide range of audiences including students, graduates, the local community and interested public.
- To work with the Events and Exhibitions Manager and Events and Venue Partnerships Coordinator to develop and deliver events associated with degree shows and postgraduate shows.

**Operations and coordination**

- To manage and organise ArtsTemps involvement in events and exhibitions, including Gallery Technicians and Event Assistants.
- To raise purchase orders and process payments for relevant budgets as well as keeping budget management spreadsheets up to date.
- To work with the Events and Venue Partnerships Coordinator to compile and respond to event and exhibition request forms, answering related enquiries, updating all calendars and sending the weekly events and exhibitions updates.
- To work with the Events and Exhibitions Manager and Events and Venue Partnerships Coordinator to develop, implement and manage effective systems to collect appropriate audience data, monitor and measure activities, and evaluate and report on their success.
- To carry out appropriate technical equipment and tool review and assessments, ensuring the safety of equipment used by the Events and Exhibitions Team, gallery technicians, staff and students meet Health and Safety requirements.
- To carry out audit of stock levels of materials and equipment used for exhibitions and events.

**Departmental ways of working**

- To work with the Events and Exhibitions Manager to embed a new agile working approach, focusing on four key areas: environment, structure, process and attitude.
- To deliver core output for events, exhibitions and brand.
- To contribute to Department-wide sprint campaigns delivering the fast turnaround of specific outputs that are measurable and time sensitive.
- To take an evidence-based approach to all areas, contributing to analytics and reporting.
- To act as a brand champion for London College of Communication.
- To work as part of an agile curatorial team across the College to develop and deliver a programme of exhibitions that showcase School specialisms in design, media and screen and reflect the broad range of approaches and disciplines within the College.
- To work with and support the External Relations, Digital Content and Marketing teams as appropriate.
- To work with the Events and Exhibitions Manager, Events and Venue Partnerships Coordinator and Graduate Engagement Manager to take a holistic approach to the wider programming of events and activities at the College.
- To develop effective working relationships with events and exhibitions colleagues across the University and the other Colleges.

**Other responsibilities**

- To represent London College of Communication at relevant external profile events.
- To undertake some late evening and occasional weekend work.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake additional Health and Safety training relevant to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Internal and External Relations Department
- College Management Team
- Academic, research, technical and professional colleagues across the College and UAL Estates Team
- Health & Safety Advisor
- Information Centre Team
- Students' Union
- Business and Innovation Team
- Human Resources
- External contacts

**Specific Management Responsibilities**

**Budgets:** None

**Staff:** None

**Other** (e.g. accommodation; equipment): None

HERA Ref 000337

Signed \_\_\_\_\_  
(Recruiting Manager)

Date of last review \_\_\_\_\_

**Job Title: Exhibitions Coordinator**

**Grade: 3**

**The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria**

Person Specification	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"><li>• Knowledge of and an interest in creative communications including design, media and screen and/or the arts.</li><li>• Knowledge of other major creative, cultural and higher education institutions.</li><li>• Relevant qualification, ideally in creative communications based subjects or the arts (degree or advanced professional qualification).</li><li>• Knowledge of health and safety policies and procedures.</li><li>• Knowledge of contractor management regulations.</li><li>• Knowledge of events and exhibition programming and curation.</li></ul>
Relevant Experience	<ul style="list-style-type: none"><li>• Experience of coordinating a range of projects with minimum supervision.</li><li>• Experience of delivering a wide range of exhibitions and related activities.</li><li>• Proven experience in exhibition and gallery development and management.</li><li>• Experience of working in a dynamic, fast-paced and pressured work environment.</li><li>• Experience of the education or not-for-profit sector.</li><li>• Experience of working both independently and collaboratively.</li><li>• Experience of working collaboratively with communication and/or academic colleagues.</li></ul>
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Self-motivated and self-starter.
Research, Teaching and Learning	Ability to understand and communicate effectively with both academics and external partners.
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism.
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time.
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with students or customers.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems.