

## **Exhibitions and Touring Co-ordinator**

Reports to: Collection Manager

Exhibitions Contract: Fixed-term contract, 12 months

### **Terms and conditions**

Salary: £28,500 per annum pro rata

Holidays: 25 days per annum plus bank holidays

Hours: Part time, 2.5 days per week

### **Overview**

Seven Stories is looking for a self-motivated Exhibitions and Touring Co-ordinator to help develop and deliver its exciting programme of in-house and touring exhibitions. The successful candidate will support the delivery of many of the exhibitions and displays in the programme, working across different project management teams. They will work on exhibition tours, liaising with venues, planning transportation logistics, design adaptations and advising on exhibition installations and de-rigs at host venues.

This role will suit an individual with exceptional administrative skills, gained through working in a museum or gallery environment, and ideally with experience of museum practices relating to the transport, handling and installation of artwork and objects.

An excellent communicator and problem solver, the post holder will need strong organisational skills, great time management, and the ability to adapt to a wide variety of challenges.

### **Job scope**

The Exhibitions and Touring Coordinator works within the Collections team, and reports to the Collection Manager. The role involves a broad range of responsibilities, from administrative tasks to working on site supporting exhibition installations at the Visitor Centre.

### **Job description**

Touring and exhibitions administration including:

- Promote existing exhibitions to touring venues and identify sales opportunities
- Assist with the research for potential tour venues keeping meticulous records of approaches and compiling information packs for venues.
- Manage exhibition and touring files and documentation such as object and packing lists.
- Manage and maintain all loan documentation, including liaison with lenders, sending out loan requests and Loan Agreement forms

- Producing the touring e-bulletin and the maintenance of the touring online presence on the Seven Stories website and other platforms.
- Issue insurance/Government Indemnity certificates as required and administer insurance requirements across touring exhibitions.
- Ensure contracts are in place and deposit and final invoices are raised on a timely basis
- Raise purchase orders, expense claims and assist with budget management for touring exhibitions.
- On occasion lead on the planning, installation and maintenance of smaller displays.
- Maintain databases such as CRM and other internal recording keeping processes
- Assist with the coordination of adapting an exhibition for tour, e.g. exhibition design, transport, installation and interpretation
- Obtain transport quotes, and liaise with lenders and transport companies to co-ordinate the delivery of exhibits to and from the Visitor Centre and to touring venues.
- Ensure procedures are adhered to for the receipt and dispatch of exhibits.
- Maintain customs paperwork and provide information for customs import and export, ensuring that the Charity complies with Government regulations on the use of temporary import facility and export licensing requirements.
- Manage condition reporting procedures.
- Assist with the sourcing of materials and equipment such as AV, lighting, props etc.
- Co-ordinate proofing and editing stages for exhibition interpretation.
- Ensure excellent internal and external communication, liaising with other departments, publishers and external partners as required.

### **Knowledge and experience**

#### Essential

- Experience in a museum or gallery environment, working on the practical realisation of exhibitions.
- Knowledge of museum practice related to object management, condition reporting, loans and transport.
- Organisational, time management and prioritisation skills, with the ability to maintain a flexible approach when working under pressure.
- Good numeracy, literacy and administrative skills, including understanding of financial procedures and budget management.
- Proficiency in a range of commonly used office software, notably MS Word, Excel and Outlook.
- Interpersonal and communication skills - working collaboratively in teams with colleagues at all levels across an organisation and with external stakeholders.

- Problem solving and positive attitude.

Desirable

- Experience of promotion or marketing.
- A degree in history of art, design or museum studies.
- Knowledge of editorial and proofing processes.
- Experience of coordinating touring exhibitions.
- Knowledge of the international museum sector.

### **Application process**

To apply please email a covering letter which addresses the criteria as set out in the person specification, CV and Applicant Information Form to [jobs@sevenstories.org.uk](mailto:jobs@sevenstories.org.uk)

Closing date for applications: 9am on 15<sup>th</sup> April, Interviews: w/c 27<sup>th</sup> April 2026

Due to the high volume of applications the charity receives we are unable to provide a response to applications on an individual basis. If you do not receive a response from us within two weeks of the closing date then you can assume that you have not been successful on this occasion.

The charity pro-actively seeks to collaborate with institutional partners, individuals and networks to realise its commitment to build a culturally diverse workforce. We positively encourage applications from underrepresented groups and consider candidates who are suitably qualified and eligible regardless of sex, race, disability, age, sexual orientation, gender re assignment, religion or belief, marital status, or pregnancy and maternity.