

HIDDEN LIVERPOOL EXHIBITION COORDINATOR

THE PEOPLE'S HISTORY EXHIBITION

Term: 3 days per week for 8 weeks.

Commence as soon as possible, continuing until late April.

Flexible in terms of days (Monday – Friday) but need to be available a total of three 7 hour days per week. Responsible for managing own workload in order to deliver targets on time.

Conditions: 3 days per week at 7 hours per day on an hourly rate of £6.31

No. of roles: 1

Closing date: **Friday 14th February midday**

Please note: We will may hold informal discussions with shortlisted applicants on Monday 18th February.

ROLE PURPOSE

The People's History Exhibition will bring together the stories, memories and images that have been collected through the course of the project into a single exhibition. Combining imagery, text and oral recordings, as well as introducing interactive displays, the exhibition will allow the wide public to engage with the social and built heritage of Liverpool. The exhibition will need to be engaging and inclusive, and appeal to a wide range of audiences.

The exhibition coordinator will play a key role in the delivery of a successful exhibition and will be involved in all elements of the event. The exhibition is a major event in the Hidden Liverpool programme and role will be both challenging and rewarding. Responsibilities will range from collating information and working with volunteers, to thinking creatively about how best to present the information as an interactive and engaging display.

The coordinator will also be involved in supporting related events taking place during the exhibition including a Public Design Workshop and the Conversation Event.

RESPONSIBILITIES:

Work with the existing Hidden Liverpool Team and volunteer network to:

- Lead the collation of materials, including supporting contributors with pulling together materials into an appropriate format
- Think creatively about how best to display materials that have been collated, including interactive displays to collect additional memories



- Lead on coordinating the exhibition with the venue
- Determine gaps in exhibition materials and develop creative ways in which these can be filled
- Work closely with the Project Officer to produce interpretation and associated materials.
- Work with the Hidden Liverpool designer to support the curation of the exhibition, ensuring images and text are printed and presented in an appropriate manner, and are displayed in an engaging format
- Support the wider team in promoting the exhibition through social media, press, identifying networks and distributing printed materials
- Coordinate exhibition volunteers to ensure it is staffed for the duration
- Attend the launch event and be present during the exhibition.

KEY SKILLS AND AREAS OF INTEREST:

- Some understanding / experience of exhibition design and involvement in preparing a formal exhibition (this could be as student, volunteer, paid or voluntary capacity) a significant advantage
- Experience of managing projects and able to demonstrate strong organisational skills
- Ability to undertake research and collate materials effectively
- Able to work as a flexible member of a team
- Excellent communication skills, both written and oral
- Organised and highly motivated with an ability to manage own workload and deliver to agreed timescales
- Basic knowledge of promotional tools and techniques
- Good written skills, with ability to draft interpretation materials.

APPLICATION PROCESS

To apply please send a CV and covering letter explaining why you are interested in the role and how you feel your experience supports your application to info@placed.org.uk

Please note the closing date is Friday 14th midday.