

## Job Description

POST DETAILS	
<b>Organisation</b>	The Marlowe Trust
<b>Location</b>	The Marlowe Theatre and The Kit
<b>Job title</b>	Exhibition Manager (Pioneering Canterbury)
<b>Reports to</b>	Pioneering Canterbury Project Producer
<b>Salary</b>	Grade 9 Hours to be fixed, but agreed 2 posts of approximately 8-10hrs per week The role will be required to work some weekday hours for administrative responsibilities and to attend team meetings and 1:1s  <u>Exhibition Public Opening Hours</u> Saturdays 10am-5pm; Sundays & Bank Holidays 12-5pm

JOB PURPOSE
<p>Responsible for the operation and maintenance of The Marlowe Kit's Exhibition, <i>Kent's Remarkable Writers: The Worlds of Christopher Marlowe, Aphra Behn and Joseph Conrad</i>, part of Pioneering Canterbury.</p> <p>Pioneering Canterbury is part of Pioneering Places East Kent, an ambitious project that will make East Kent an even better place to live, work and visit by exploring heritage, developing civic pride and connecting artists and communities.</p>

PRINCIPAL ACCOUNTABILITIES
<ul style="list-style-type: none"> <li>• To be responsible for the operation and maintenance of the Kit Exhibition when it is open to the public.</li> <li>• To work with the Pioneering Canterbury Team and other Marlowe staff to ensure a high quality experience for all visitors.</li> <li>• To support technical needs of The Kit's Escape Room.</li> <li>• To supervise the Front of House and Escape Room staff as necessary.</li> <li>• To ensure the immersive areas and 'have-a-go' activities are always maintained and presented to the highest standard for visitors.</li> <li>• To be responsible for ensuring the digital content in the Exhibition is operational and snagging any issues.</li> <li>• To produce the daily Exhibition Report.</li> <li>• To ensure agreed security procedures are followed.</li> <li>• To engage with visitors as a front-line member of the team.</li> </ul>

<b>REQUIRED ATTRIBUTES</b>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Some knowledge of the theatre practices</li> <li>• Some knowledge of technical theatre practices</li> <li>• Some knowledge of relevant legislation and regulations, in particular, Health and Safety</li> <li>• Knowledge of / an interest in heritage and culture</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good trouble-shooting and problem solving skills, and an eye for detail</li> <li>• Good level of written and verbal communication skills</li> <li>• Good interpersonal and project management skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in stage management or similar roles in the performing arts, TV/film, or the museums and heritage sectors</li> </ul>

<b>JOB DIMENSIONS</b>	
<b>Annual budgetary amounts</b>	No direct budget responsibility, but required to keep track of some project spending
<b>Number of staff reporting to the job holder</b>	0
<b>Any other relevant statistics/information</b>	n/a

<b>NATURE OF CONTACTS</b>	
<b>Internal</b>	<ul style="list-style-type: none"> <li>• Regular contact with the Pioneering Canterbury Project Producer and Team to discuss the programme.</li> <li>• Contact with the Marlowe Operations, FOH and Tech Teams to ensure smooth delivery of the Exhibition.</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Contact with members of the public and possible project stakeholders visiting the Kit.</li> </ul>

<b>WORKING ENVIRONMENT</b>
<ul style="list-style-type: none"> <li>• Weekend, Bank Holiday and some Weekday working</li> <li>• Must be able to fulfill the physical demands of the post</li> <li>• Possibly some working at height</li> <li>• Possibly some working in confined spaces</li> </ul>

<b>ORGANISATION CHART</b>
See attached

August 2019