

CALL FOR APPLICATIONS: Exhibitions & Events Coordinator
**(PERMANENT CONTRACT WITH THREE MONTHS' PROBATION, GRADE C5, SALARY R300 941 TOTAL
COST OF EMPLOYMENT)**

Constitution Hill Development Company seeks to appoint an **Exhibitions & Events Coordinator** for our Creative Uprising Programme. The primary purpose of this position is the organisation and managing of art events and the curation of art and design exhibitions. The incumbent is expected to oversee the entire process: project management, planning, curation, staging as well as the operational and logistical aspects whilst ensuring everything is completed in an effective and timely manner.

Key Accountabilities:

Project Management Responsibilities

- Responsible for developing, coordination and implementing the Constitution Hill annual temporary exhibition programme
- Management and delivery of assigned exhibitions from concept to physical delivery according to the project brief
- Development of work schedules and production plans for temporary exhibitions with the responsibility for ensuring the exhibitions open on time, on budget and to the standards expected by the organisation & public
- Planning, scheduling, coordination of internal and external service providers engaged in all phases of an exhibition's conceptual development, physical delivery and post opening rectification.
- Building and maintaining a positive relationship with artists, guest curators;
- Ensuring a high level of quality and professionalism in the presentation of all temporary exhibitions and interpretive materials;
- Clearly communicating the roles and responsibilities of all parties, to all parties, involved in the development and presentation of temporary exhibitions;
- Ensuring effective communication and financial management and project record keeping, ranging from efficient meeting management and record keeping to the preparation financial reports, technical and other documents
- Ensuring that project procurement is conducted and documented in keeping with policy and guidelines and established
- Prepares submissions for exhibit related grant requirements;
- Produces and manages all exhibition related contracts and agreements;

Conceptualisation & Preparation of Temporary Exhibitions

- Planning, managing and leading the conceptual development and physical delivery of temporary exhibition projects, according to supplied project brief(s).
- Undertake research and prepare exhibition briefs and budgets
- Working and leading other specialists and providers through all stages of project research to the conceptual and thematic exhibition development and physical delivery.
- Developing a good understanding of the core themes of the exhibition topic and making informed project assessments and providing sound recommendations to teams at project meetings, reviews and other key project milestones.
- Correspond with artists, collectors and/or institutions for loans and for shipping arrangements.
- Prepare exhibition loan agreements with artists, collectors and/or institutions, which are in compliance with internal procedures or protocol.
- Ensure compliance with established insurance regulations and/or protocol in the movement, packing, and shipping of borrowed objects

Installation of Temporary Exhibitions

- Leading the installation of exhibitions.
- Providing direct oversight in the handling, packing, movement, and inspection of all objects entering or leaving establishment, excluding Constitution Hills permanent collections.
- Providing information for special installation instructions for all artworks including 2-D, new media, sculpture, and installations.
- Manage inventory of equipment, including pedestals and other materials for temporary exhibition displays, exhibition hardware and packing material
- Assist with the set-up of A.V. equipment for art installations
- As needed, identifying and engaging outside vendors for rigging, packing, crating, and shipping.
- Conduct condition reports for all temporary exhibitions except for the permanent collection.
- Manage inventory of all the art pieces.

Marketing & Promotions

- Coordinates the development of all exhibition promotional material
- Coordinates the development and production of at least one exhibition catalogue per annum;
- To provide information for all marketing and PR activities, and copy and content for marketing and social media.
- To manage launches and associate exhibition public events as necessary.

Educational Programme

- To work with the Education Coordinator to devise a programme of learning and events that form part of or accompany temporary exhibitions.
- Conduct public and private tours and showings of exhibitions and instruct educational team.
- Train tour guides and supervises contracted workers and/or volunteers.
- Leading innovative and creative exhibition project development to reach larger and new audiences.
- Maintaining current and appropriate professional knowledge and seeking external or other advice as may necessary for the exhibition projects assigned to this role.

Event Planning

- Produce detailed proposals and project plans for all Constitution Hill Signature Events (e.g. timelines, venues, suppliers, legal obligations, staffing and budgets);
- Research markets to identify opportunities for events;
- Assist in preparation of annual budgets and ensure that spending is maintained within the levels approved
- Source adequate infrastructure for all events including marquees, utilities, car parking, buses, safety and the hire of equipment etc.
- Ensure that the events meet up to date JOC & Health & Safety requirements.
- Coordinate the Event contacts with external organisations including local government, voluntary bodies, trade bodies, suppliers and customers.
- Coordinating venue management, caterers, stand designers, contractors and equipment hire;
- Organising facilities for car parking, traffic control, security, first aid, hospitality and the media;
- Identifying and securing performers, exhibitors, speakers or special guests;
- Planning room layouts and the entertainment programme, scheduling workshops and demonstrations;
- Coordinating staffing requirements and staff briefings;
- Selling sponsorship/stand/exhibition space to potential exhibitors/partners;

Event Management & Execution

- Manage the setup of all events.
- Provide on-site management at events
- Manage the Volunteers and ensure adequate numbers of properly trained volunteers are available at all times during events.
- Overseeing the dismantling and removal of the event and clearing the venue efficiently;
- Post-event evaluation (including data entry and analysis and producing reports for event stakeholders).

Event Marketing and Promotion

- Liaising with marketing and PR colleagues to promote the event;
- Liaising with designers to create a brand for the event and organising the production of tickets, posters, catalogues and sales brochures, plus social media coverage;
- Ensure events are well branded and that external signs and banners are in place before events

- Feed information to the marketing team to ensure the website is kept up to date and coordinate and advise on digital media strategy.
- Coordinating suppliers, handling client queries and troubleshooting on the day of the event to ensure that all runs smoothly;

Stakeholder Relationship Management

- Liaise with relevant third parties in this field to achieve mutual benefits, opportunities and sharing of expertise and experience to enhance the creative uprising programme standards and practices.

Good Corporate Governance & Compliance, Organizational Effectiveness

- Meet necessary reporting requirements and internal deadlines to ensure that the department is effectively and efficiently run according to the department's strategic objective
- Develop business processes, systems and procedures to ensure efficient management of the Exhibitions and events
- Submit and deliver on, work plans and outcomes on a weekly basis to ensure that timelines and outcomes are predefined and delivered upon in an effective and efficient manner.
- The incumbent is required to execute the functions of the department in a manner that enhances the image of the Constitution Hill Creative Uprising

Qualification and Experience:

To be considered for this position, the following is considered **essential**:

- Grade 12 plus a Relevant degree/qualification in the creative industries
- At least 3 years' experience in similar or relevant environment

In addition to the above the following is **preferred**

- Degree / Post Graduate degree in one of the creative sectors.

Knowledge

- Extensive knowledge of museums, galleries and heritage issues
- Planning and organising of exhibitions, public programmes and archives
- The site, the business plan, the department's deliverables

Skills

- Computer literacy
- Planning
- Organising
- Event & Project Management

Competencies and Attributes

- Deadline driven
- Task orientated
- Interpersonal skills
- Communication skills: Ability to organise and present own views verbally and in writing, in a logical manner with content and terminology appropriate to the audience.

WORKING CONDITIONS office bound/on-site/travel

On site, travel, outside normal working hours.

The closing date for applications is **9 August 2021 at 12:00HRS Midday**, diversity is encouraged, preference will be given to Women, Youth and People with Disabilities and only shortlisted candidates will be contacted.

Enquiries and submissions should be addressed to recruitment@conhill.org.za

Constitution Hill reserves the right to make an appointment.