

Science Exhibition Coordinator

Reports to: Director-General, with dotted line to Exhibitions Manager

Introduction

The Society has had a commitment to photographic science since its inception in 1853. This has developed into a wider role in showcasing scientific imaging. After a break of some years, in 2011 the Society produced its first International Images for Science exhibition, followed by a second in 2013. Both exhibitions toured the United Kingdom with both also being shown at venues in Europe. The first consisted of fifty images mainly by invitation and the second, of 100 images, was opened out with a general call for entries. Both exhibitions which were supported by the Science and Technology Facilities Council (STFC) and were extremely well received.

With the sponsorship of Siemens under the banner of *Siemens supports Science* The Society is now able to further develop the exhibition and intends to make it be seen more widely, to increase the number of entries including the bringing in of new categories of entries particularly from schools and higher education students, and to broaden the definition of science to include aspects of engineering.

To support the exhibition the Society is seeking a motivated, practical individual with experience of managing an annual competition and exhibition programme, to deal with all aspects of the project, including its promotion and marketing, working with exhibition venues. The sponsorship will allow one competition and associated exhibition to be held each year over three years, in a minimum of six venues each year ranging from science festivals to galleries. In addition, the Society is looking to develop activities and events around the exhibition, particularly for schools.

Read more about the science exhibitions here: <http://www.rps.org/exhibitions-and-competitions/current-exhibitions/international-images-for-science>

Person Specification

Knowledge, skills and abilities:

- Good organizational, written and verbal communication skills
- Able to multi-task and meet deadlines
- IT literate: familiarity with Office 2010 and able to use a variety of software including word processing, spreadsheets, image editing
- Familiar with social media, website CMS



Education

- A business, marketing or customer service qualification ('A' level or above)

Relevant Experience

- A similar exhibition project role or gallery experience
- Marketing and communication
- A science background or knowledge would be useful

Disposition

- A professional and courteous manner and attitude
- Able to remain calm under pressure
- Able to adapt to change, flexible approach to work
- Able to work under own initiative and away from an office environment

Other

- Able to travel within the UK
- Hold a valid driving licence
- Able to attend off-site events within the UK including overnight stays (estimated overnight stays up to 25 nights per year)

Job Description

The role is likely to require 3 days per week with the successful applicant managing his/her time appropriate over the term of the three-year contract. The role can be based away from Fenton House but regular meetings in Bath will be required. The salary will be £23,733 pro-rated to 3 days per week, on a 3 days out of 7 basis, with overtime payments as required.

An ability to start in the role as soon as possible would be an advantage as the intention is to launch the first call for entries at the British Science Festival in Birmingham in September 2014.

- Manage the call for entries for images from the science community, to schools and university students
- Maintain and manage the competition website
- Manage the selection process
- Produce press/media releases and promote the competition(s) and exhibition(s)
- Secure and liaise with exhibition venues; support the presentation and hanging of the exhibition(s) as required
- Collate and work with designer on the exhibition catalogue
- Produce promotional material for the competition(s) and exhibition(s)
- Liaise with sponsorship manager; sponsor



- Manage private views, guest list and sponsor requirements
- Work with media partner to promote the competition and exhibitions
- Prepare and work to a budget in conjunction with the Society's Finance Manager and Director-General
- Prepare regular progress reports for the Society's trustees and Exhibitions Committee

Key Success Areas

- Increase awareness of the exhibition and raise the entries significantly, particularly from school and university students
- Expand the exhibition venues
- Realise the sponsor's aims and objectives

Applying

To apply for this position please provide a CV and a covering letter which explains: how you would meet the job specification, relevant experience and any ideas about how you would expand the entries to the competition. Applications not providing this information will not be considered.

Applications can be emailed to: Dr Michael Pritchard, Director-General, at: director@rps.org by 1700 on Friday 25 July 2014.

Contact

For further information or to discuss the role please contact: Dr Michael Pritchard, Director-General by email at: director@rps.org or tel: +44 (0)1225 325730.

