

JOB DESCRIPTION

Role: Exhibitions Curator

Reports to: General Manager, Learning & Participation

Role Context

The mission of the Royal Opera House (ROH) is to enrich the cultural life of the nation by growing the public enjoyment and appreciation of exceptional ballet and opera.

We aspire to be a global centre of excellence for the great art we produce and for the inclusive way we do it. We want to grow our reputation still further, demonstrating our social and environmental responsibility.

We are home to three of the world's great performing art companies: The Royal Ballet, The Royal Opera and the Orchestra of the Royal Opera House. We tell stories that speak to the universal themes that move us all, from the great works of the past to new commissions, reflecting contemporary culture and concerns. Our theatres are in London's Covent Garden but our work is accessed and experienced across the UK and globally through touring partnerships, cinema programmes, radio, TV and online streaming.

We want to be a welcoming, vibrant destination that can be enjoyed even if you don't have a ticket. Covent Garden welcomes over 45 million visitors every year. Our two-and-a-half-acre site combines vibrant venues and public spaces in which people can meet, eat, drink, shop and learn - and enjoy experiences they will never forget

We are a National Portfolio Organisation, supported by the British public via Arts Council England, and a registered charity, receiving donations from those who share our ambitions.

About ROH Learning and Participation (L&P)

Learning and Participation (L&P) is central to ROH's mission to enrich the cultural life of the nation. An extensive programme, based at our Covent Garden and Thurrock homes and across England, aims to inspire creativity and give people of all ages the chance to discover, question and respond to the power of our artforms.

The L&P programme is distinctive in its scale and ambitions, involving more than 50,000 annual participants across three strands:

- an award-winning, multi-disciplinary National Schools Programme, which encompasses our role in supporting important school and pupil outcomes via our Create & Learn classroom schemes and teacher training, as well as our role as a 'Bridge' organisation with specific focus in the East of England,
- talent development work through opera and ballet training networks, and
- enriching participatory events in our Covent Garden home.

Main Purpose of the Job

This key role leads the ROH Exhibitions programme to animate the building as a landmark visitor destination and to bring the stories of ballet and opera to the public spaces.

This dedicated one-person operation brings together creative ideas and practical management, ensuring all activities and exhibitions are delivered efficiently, safely, to budget and meet ambitious engagement targets in line with the L&P strategy.

The role will seek efficiency in processes and encourage cross programming with other areas of Public Engagement, Audiences and Media, and Development and Enterprises

All Exhibition activity, including any involvement in seasonal Front of House dressing, is developed in close liaison with The Royal Ballet, The Royal Opera, Development and Enterprises, Audiences and Media and Visitor Experiences.

Main Responsibilities

Curation, Planning and Scheduling

- Curate display content bringing the stories of ballet and opera to all public areas in the ROH and reflect ROH's commitment to EDI;
- Formulate annual plan for Exhibitions, liaising with the relevant companies and departments;
- Ensure exhibitions reflect good practice in display and interpretation, allowing for delivery of regular activities in the spaces;
- Adhere to ROH brand guidelines and reflect ROH brand story messaging;
- Ensure displays are cost-effective to develop and are sustainable – easy and inexpensive for ROH to refresh content;
- Select and brief designers and collaborate on creative briefs.

Project Management

- Manage all activity from concept to completion, overseeing all planning, logistics, finance and administration, ensuring that artistic companies, Audiences and Media, Operations, Technical, Visitor Experiences and Development and Enterprises are fully briefed;
- Produce robust Risk Assessments and share appropriately and seeking appropriate certification and documentation where necessary;
- Manage rotations, refresh, maintenance of displays including installation and de-installation, liaising with internal stakeholders and external contractors;
- Write design briefs, manage tenders and contract designers and fabricators and oversee installations;
- Develop opportunities for layering of interpretation information and adaptation to displays based on audience insight and visitor experience.

Financial Management

- Draw up, manage and monitor the programme budgets, working closely with the General Manager and Financial Controller, preparing all reports as needed by ROH and external funders;

Evaluation and Data Monitoring

- Evaluate all projects according to the Learning and Participation Evaluation Framework, collecting impact data efficiently and collating for funders and stakeholders;
- Document all projects, maintaining accurate records of the running of the project and the outcomes.

Compliance

- Ensure a safe, inclusive and welcoming environment by adhering to all compliance requirements including Health & Safety; Safeguarding; Insurance;

Equality and Diversity; management of data in line with GDPR; UK Border Agency checks;

- Ensure fiscal responsibility and adherence to ROH financial policies;
- Ensure all copyright and licenses are secured, working with Business Affairs as necessary;
- Ensure all media and image permissions are secured and all records of photography and recordings are saved and securely stored.

Contribute to wider L&P efforts

- Play an active role across the L&P team to ensure an integrated approach is achieved;
- Act as an ambassador for ROH L&P, positively promoting the full portfolio of our work internally and externally.

Behaviours

- Uphold the ROH values and behaviours: Treat each other with Respect - Be Open - Value the Highest Standards
- Proactively demonstrate a commitment and contribution to the Royal Opera House's health and safety culture in all activities
- Actively promote the value of diversity and diverse perspectives in all work
- Ensure confidentiality, in line with organisational policy and data protection requirements
- Actively contribute to own professional development, developing and maintaining knowledge and understanding of legislative changes and best practice developments
- With the other members of the team, share responsibility for housekeeping and the maintenance of standards within the department.

This role forms part of a large department and you will be expected to support other projects and programmes as required.

This position is based in Covent Garden but requires regular work in other locations of England as directed.

This position works 5 out of 7 days and requires regular weekend and evening work.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

PERSON SPECIFICATION

Essential Knowledge, Skills and Experience

- A proven track record of developing and managing exhibition or interpretation projects in the museum, cultural or heritage sectors;
- Strong creative and storytelling skills, with visual, spatial and interpretative skills for the imaginative and informative display of materials in exhibitions;
- Excellent organisational and project management skills with proven ability to deliver exhibitions from concept to completion, working to deadlines, managing budgets and demonstrating a high level of accuracy and attention to detail;
- Passion for engaging a range of audiences, particularly those who may not have prior knowledge of ROH or opera and ballet;
- Excellent people and communication skills with ability to build productive working relationships with range of internal teams and external artists, designers and contractors;

- Strong problem solving skills with ability to work on own initiative;
- Understanding of practical aspects from copyright clearance and licenses to design and build projects, maintenance and snagging issues, health and safety;

Other Desired Knowledge, Skills and Experience

- Experience of working with content experts and collections archivists to brief research, draw out stories and content themes;
- Experience of appointing and managing contractors, designers, freelancers and consultants to develop exhibitions;
- Ability to liaise effectively with specialist suppliers – conservators, framers, exhibition suppliers;
- Ability to write engaging interpretive text;
- Sensitivity in the care, handling and storage of archive materials and artworks;
- Understanding of evaluation methods and ability to undertake evaluation;
- Outstanding written and verbal communication skills;
- Skills and enthusiasm to work with colleagues from different specialisms to improve the visitor experience at ROH;
- Ability to facilitate the work of specialist and non-specialist staff, volunteers, maintenance and removal personnel, to keep project work on track and to deadline;
- Competent IT skills;
- Interest in the art forms of opera and ballet.

