

Role Profile

Job Title:	Senior Public Programming Manager
Department:	Public Programming (Museum Operations Directorate)
Reporting:	Head of Programming and Visitor Engagement
Location:	NMRN
Date:	October 2020

NMRN Vision and Mission

Vision: To be the world’s most inspiring Naval Museum

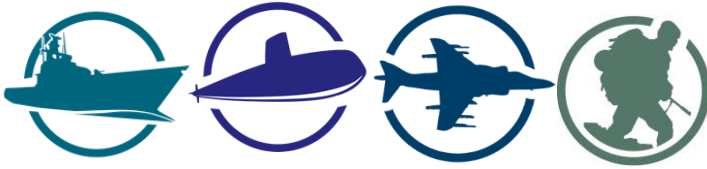
Mission: Inspiring learning, enjoyment and engagement with the story of the Royal Navy, and its impact in shaping the modern world.

Primary Job Purpose

- To provide leadership of origination, coordination and implementation for the Museum’s education and public programs to implement the Master Narrative and deliver the aims of the Learning Strategy.
- To raise NMRN’s national voice and expand reach.
- To lead on the development of innovative interpretation and public programming, which ranges from first person interpretation through to the exhibitions and makes full use of digital and online methods.
- To contribute or lead as appropriate the delivery interpretation strategies and projects for sites, ships, permanent galleries, exhibition and public programming.
- To lead on the co-ordination and delivery of all public programming, working closely with General Managers around site improvement plans.
- To work with colleagues in other teams to ensure that public programmes meet the needs of a diverse audience, deliver the Master Narrative, deliver NMRNs charitable objectives, strategic objectives and are commercially viable.
- To embed access and participation within public programmes and interpretation online and physical experiences.
- To embed evaluation in the planning cycle and ensure continuous improvement.

Decision making authority and freedom to act

- Takes responsibility for the success of specific projects acting with significant degree of autonomy.
- Leads project team / exhibition team, as required.
- Sets detailed work programmes.



Reports and presents plans to the Collections, Learning, Research and Access Committee and/or the Programme Board as required.

Reports to Project Boards during the delivery phase of projects.

Contributes to wider project teams.

Uses initiative to raise the profile of the NMRN externally.

Financial responsibility

Delegated authority from Head of Programming and Visitor Engagement (Band E).

Drives income generation through aligning opportunities around public programming to market relevance.

Leads on the procurement of a range of external services.

Project Budgets as delegated.

To operate within the NMRN budget for staff costs and non-staff costs.

To ensure all colleagues within the team comply with NMRN finance and procurement policies.

Information systems

Part of the central Programming Panel and co-chair of site programming panels.

Leads project teams.

Commissions or creates project planning documents: briefs, budgets, timetable.

Creates tender documents for procurement.

Uses Collections Management Systems.

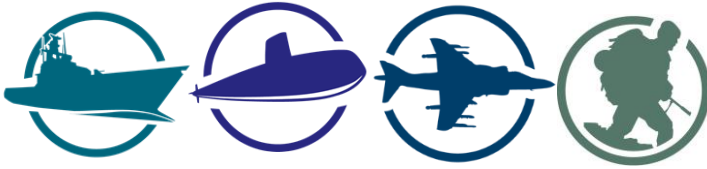
Uses digital programming channels.

To ensure all information systems are operated in accordance with NMRN policy and procedures and comply with General Data Protection Regulations (GDPR).

People management

Is a role model of NMRN values and behaviors whilst at all times acting to enhance the National Museum's reputation and ensuring its collections are protected for future generations.

Day to day management of the LEAP Team, including Public Programming Managers, Access and Inclusion Coordinator, Public Events Manager, Interpretation Officer (NMRNP), including responsibility for professional development of these staff.



Motivates, inspires and influences others allowing individuals and team to develop and reach their full potential.

Identifies learning and development opportunities for individuals and teams, and ensures team resilience in skill sets through succession planning.

Effectively delegates to support individual and team development to achieve team and strategic objectives.

Ability to adapt management style, when required to suit demands of matrix management.

Ability to work easily with colleagues across teams and be effective at matrix management.

Developing knowledge of own work area to positively share with colleagues.

Communication and relationships

Works with colleagues at all levels across the Museum.

Works closely with General Managers to oversee local programming panels and the delivery of site based public programmes and site improvement plans.

Works closely with the Marketing Team to co-ordinate and develop appropriate online content – as engagement and marketing.

Work closely with the Visitor Research and Evaluation Team to embed evaluation and implement findings.

Establish and maintain good working relationships with externally commissioned professionals.

Established and maintains external partnerships with stakeholders, e.g. other heritage organisations, the Royal Navy, media, special interest groups etc.

Ability to positively represent the Museum to external organisations.

Knowledge, Skills and Experience

Subject	Mandatory
Knowledge	<p>High level of professional knowledge indicated by professional qualification or significant equivalent experience.</p> <p>Interest in or a breadth of understanding across naval history.</p> <p>Knowledge of best practice and up to date thinking in public programming in museums, to include an understanding of sound financial planning and commercial awareness.</p> <p>Understanding of the diverse needs of audiences, the barriers to engagement and how access principles can be embedded to deliver a holistic audience experience in both the digital and physical realms.</p>



	<p>Detailed understanding of creative object led interpretation methods, exhibition development and museum engagement.</p> <p>Understanding of how best to motivate and inspire teams and effectively manage performance.</p> <p>Excellent written and oral communication skills and experiencing of communicating across a range of media (e.g. in exhibitions, through live interpretation, through public speaking and in reports).</p>
Experience	<p>Significant experience of working within museums, preferably with experience of exhibition / interpretation development, and working with museum collections.</p> <p>Experience of developing creative interpretation that meets the needs of diverse audiences.</p> <p>Experience of developing commercially viable, market driven public programming and interpretation which is closely aligned to organisational goals.</p> <p>Experience of evaluating complex projects and implementing lessons from evaluation.</p> <p>Experience on developing online content.</p> <p>Significant experience of leading and managing staff.</p> <p>Sound financial planning and budget management skills and ability to assess financial viability.</p> <p>Ability to work independently and organise and prioritise workload to meet changing demands and comply with tight deadlines.</p>

These are a guide to the contents of the main job and the skills and experience required. (This is not intended to be a task list). It is inevitable that the job content may change over time, and post holders are normally consulted about any significant changes. This information may be periodically reviewed, revised and updated to reflect appropriate changes.

I have read and fully understand the above Role Profile

Agreed by Date:..... (Employee)

Approved by:..... Date:..... (Line Manager)