

Job Title: Exhibitions and Visual Arts Manager

Grade: 6

Salary: £33,002 to £37,694 per annum, pro-rata if part-time

Department: Attenborough Arts Centre

Hours/Contract: Full-time or job share, permanent

Job Family: Management and administration

Reference: 12645

Role Purpose

Attenborough Arts Centre is one of the UK's leading centres for art and culture. With 100,000 visitors per year, it is a well-loved community venue for Leicester and as part of the University of Leicester, provides a dynamic cultural hub for public communities, students and staff alike.

Attenborough Arts Centre is a combined arts venue and has a particularly extensive exhibitions and visual arts programme. In January 2026 the organisation marked 'A Decade of Exhibitions' – celebrating the work of a diverse range of over 300 artists which we have produced and presented in over 65 exhibitions since our new art galleries were opened in 2016. Recent successes include new partnerships with Bloomberg Connects, Hayward Gallery Touring and Wellcome Collection as well as growing our commitment to Leicester artists.

This newly-formed role of Exhibitions and Visual Arts Manager will produce a range of Attenborough Arts Centre's future exhibitions and visual arts programmes and work with the Director to develop an overall visual arts strategy of the highest quality. This post will project manage all aspects of our visual arts programmes and work with a range of guest curators, sector partners and internal colleagues to further grow the profile and ambition of our exhibitions. While this is not predominantly a curating role, the ability to curate and provide curatorial advice and guidance as required is a key aspect of the job.

Reporting to the Director and as part of the Senior Management Team, the postholder will work overall to deliver the organisation's mission of 'Art For All', raise national profile and achieve financial sustainability.

The role will manage the following programmes:

- Exhibitions programme
- University of Leicester Art Collection

Attenborough Arts Centre is an Arts Council England National Portfolio Organisation 2023-26 and this post plays a key role in delivering our Activity Plan in response to Arts Council England's Let's Create strategy.





Main Duties and Responsibilities

Exhibitions programme & delivery

- To produce a minimum of 4 exhibitions per year across Attenborough Arts Centre's exhibition spaces including Gallery 1, Gallery 2, Salmon Gallery, Balcony Gallery and other exhibitions sites across the University, overseeing all aspects of exhibitions delivery from installation to deinstallation.
- Duties to produce exhibitions will include but are not limited to: art work loans management; transport; security; environmental controls; insurance; contracting; health and safety; briefing staff including invigilators; supporting marketing and promotion; producing best practice accessible interpretation materials; and managing quantitative and qualitative data.
- To manage all health and safety requirements around exhibitions including risk assessment and overseeing safe working practices of all spaces and staff, working in close alignment with Operations Manager.
- To oversee, line manage and supervise the day-to-day work of relevant staff and a team of freelance exhibition technicians plus trainees, placement students, volunteers and training programmes as required.
- To work with colleagues to develop training for Gallery Assistant Facilitators, Weekend Gallery Assistants, Volunteers and general staff.
- To run public tours of exhibitions and to be available to give these to guests on an ad hoc basis.
- To work with our Marketing team to grow national profile, reputation and reach.
- To liaise with Creative Courses & Retail Manager to optimise shop sales and other income opportunities linked to the exhibition programme.

Exhibitions Research & Support programmes

- To research future exhibitions proposals including artists, partners and guest curators for potential exhibitions programming at AAC in line with AAC's Artistic Strategy as part of its Business Plan 2024-30, preparing proposals for review with the Director and relevant colleagues. To provide curatorial advice and guidance and to curate exhibitions as and when required.
- To contribute to Learning & Communities programmes including schools and group visits, Nurture Network, Attenborough Lates, Culture Talks, Artists and Community Partners programmes as required.
- Act as day-to-day contact point for artists, guest curators and other cultural sector stakeholders as required.





University Art Collection

- To actively contribute to the day-to-day development of the University Art Collection, supervising relevant staff to increase cataloguing and documentation of works within the Collection, support insurance valuations using Modes database and contribute to the application for accreditation of the Collection to national standards.
- To supervise the delivery of specific tasks in relation to the Collection, such as installing and deinstalling works.
- To attend University Art Collection Committee meetings.
- Act as first point of contact for enquiries about the University Art Collection.
- Provide research on potential acquisitions for review by the University Art Collection Committee.
- Oversee the removal of works in storage to public display and vice versa.
- Research conservation requirements for particular works in the Collection.
- To contribute to funding grant applications for acquisitions to develop the University Art Collection.

Senior Management Team

- To play an active role in AAC's Senior Management Team. Help resolve issues which arise which require senior support to the wider staff team.
- Chair internal meetings including Planning meetings on a rolling basis.
- Represent Attenborough Arts Centre at University and external meetings.
- To attend Attenborough Arts Centre Advisory Board meetings as required.
- To be an emergency contact out-of-hours on an agreed rota basis.
- Work with the Marketing team to create communications and PR stories and case studies, ensuring that the breadth of AAC programmes is represented in external marketing channels.
- To work a range of University events as required including but not limited to open days, Welcome, festivals and graduation events.
- To supervise other colleagues and placement students as required to support the delivery of programmes across AAC.
- To work evenings and weekends as required and agreed in advance.
- To manage relevant budgets and financial processes, ensuring adherence to University financial regulations.





- Act as a lead authoriser/approver on finance and HR systems.
- Hold a purchasing card and responsibility for overseeing purchasing and procurement as required.

Internal and External Relationships

- Director
- Member of Senior Management Team
- Manage exhibitions & visual arts staff as required
- Freelance artists & workers, placement students
- University of Leicester Professional Services departments, Colleges and Institutes
- Peer organisations in cultural and Higher Education sectors
- Advocacy for AAC and its artistic programmes at external events locally, regionally and nationally

Planning and Organising

- Ensure that the organisation delivers robust long-term planning for its exhibitions and visual arts programme.
- Communicate updates about the exhibitions and visual arts programme to all internal stakeholders as required.

Qualifications, Knowledge and Experience

Essential

- Extensive experience in producing and project managing exhibitions and related visual arts programmes within a high-profile cultural organisation.*
- Experience of a wide range of registrar-type duties including but not limited to Loans management; transport; security; environmental conditions & controls; insurance; contracting; health and safety; producing interpretation materials; maintaining quantitative & qualitative data.*
- Experience of managing and developing art collections.
- Strong experience of a wide range of policy and practice in inclusivity, diversity, equity, accessibility and relevance, with understanding of how to implement inclusive practice across both organisational and artistic practice.*
- Understanding of different audience development approaches and the ability to shape programmes which engage diverse communities.*
- Experience of communications, press and PR and developing national profile and reach.*





- Proven ability to manage people including both teams and individuals to deliver results*
- Experience in budgeting, income generation and financial control*

Desirable

- Senior management experience
- Ability to curate exhibitions.*
- Experience of developing an artistic strategy.
- Experience using digital tools for programme delivery, collections management or audience engagement.
- Knowledge and experience of safeguarding policies, procedures and best practice.

Skills, Abilities and Competencies

Essential

- Enthusiasm for arts and culture, with the ability to inspire others.
- Proven ability to build and maintain productive relationships with artists, guest curators, artistic partners, funders and other key stakeholders.*
- Strong project management and problem-solving skills.
- Excellent written and verbal communication skills with high standards of accuracy and attention to detail, with the ability to adapt style to different audiences and influence a range of stakeholders.*
- Demonstrates inclusive, inspiring and impactful behaviours in line with University values.

****Criteria to be used in shortlisting candidates for interview***

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance





University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

