

# COMPTON VERNEY

## Registrar and Programme Manager

**Department:** Creative Programme & Engagement

**Location:** Compton Verney Art Gallery, Compton Verney, Warwickshire

**Reports to:** Director of Creative Programme & Engagement

**Responsible for:** Exhibitions, technicians, conservation, logistics,

**Key Relationships:** Creative & Engagement team, Marketing, Communications & Audiences team, Commercial team, and external partners

**Contract Type:** 12 month maternity cover

**Hours per week:** 4.5 days per week

**Salary:** £32,000 pro rata

**Working Pattern:** Hybrid – mix of on-site and remote working. Some weekend and evening work required. Access to transport is essential for travel to Compton Verney, due to its rural location.

### About Compton Verney

Compton Verney is Britain's leading art space in a park — a registered charity, accredited museum, and nationally recognised cultural destination. We connect people with art, nature and creativity, triggering positive change for artists, audiences, and communities by encouraging play, inspiring debate, and bringing people and ideas together.

We are collaborative, sustainable, bold, inclusive, and fun in everything we do, creating a warm, respectful and welcoming environment for staff, volunteers, and visitors. We value diversity in background, experience, and learning style, and welcome applicants from all walks of life to help build Compton Verney's future.

We are committed to equity of opportunity and will provide reasonable adjustments throughout the recruitment process and in employment.

### What We Offer

- Pension scheme (up to 6% employer contribution)
- Staff membership & discounts
- Holiday allowance up to 28 days (linked to length of service)
- Flexible and hybrid working
- Employee Assistance Programme, wellbeing resources and eye care vouchers
- Free parking
- Life assurance
- Training and development opportunities

### Main Purpose of the Role

To plan and be responsible for all elements of project management, logistics and care of art works for Compton Verney's busy programme of temporary exhibitions, grounds based commissions and other incoming loans. To ensure the highest standards of care of art works entrusted to Compton Verney. To ensure the planning and effective logistical delivery of our wide-ranging programme including managing insurance and

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GIS requirements, managing our freelance technical team and ensuring the allocation of appropriate resource, budget, manpower across the forward programme. In addition the successful candidate will have a good understanding of conservation requirements, requirements for packing and transport of fine art objects, experience of installing sculpture and working with historic art and with contemporary artists. The role requires personal qualities of collaboration, organisation, focus on detail combined with excellent planning, registrar, project management and communication skills

## **Key Responsibilities:**

- To manage critical aspects of the planning and delivery of the Gallery's temporary exhibitions. These include transport and courier arrangements, budget development, scheduling, facilities reports, planning and managing all aspects of installation and deinstallation arrangements including risk management
- Liaise with exhibition lenders at all stages of the planning and delivery process including managing courier arrangements
- Review loan agreements and contracts ensuring that these meet insurance requirements and display specifications
- To be responsible for Government Indemnity applications and insurance for exhibitions
- Contribute to the overall planning of the exhibition programme, with the wider team manage the scheduling of the programme of exhibitions and displays across the temporary exhibition galleries and grounds
- To help develop and maintain full budgets for the exhibition programme
- Liaise closely with the exhibition curators, technicians, front of house, facilities, visitor experience marketing and development in order to ensure successful planning and delivery
- Work closely with the Director of Creative programme on project management and planning for installations within the grounds at Compton Verney. Advise on large scale transport and installation methods and lead on research for specialist insurance options.
- Ensure appropriate record keeping and documentation and manage the loans database (Microsoft Access) in relation to all temporary exhibitions. Lead the Art team in their use of the database, manage the structure to ensure it meets changing needs and enable the team to produce the reports required to assist them in areas of their work
- Liaise with Department for Digital, Culture, Media and Sport and Arts Council England on relevant legislation in relation to Immunity from Seizure legislation. Be the organisational lead for annual reporting and publication of provenance information and any other requirements
- Provide expert advice to both internal staff and external contractors regarding conservation guidelines and restrictions for display and storage of artworks
- To appoint and oversee specialist contractors or suppliers, such as transport agents, freelance conservators and technicians
- Actively monitor any security and insurance risks within the galleries/building that will affect our cover, ensuring we comply with requirements set by Arts

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Council England, National Security Adviser, lender and others as necessary. Work with the Facilities Manager to make sure risks are managed / issues are resolved

- Monitor the gallery environment – temperature, relative humidity and lighting levels. Work with the Facilities Manager where necessary to identify and solve issues
- Work with the Facilities Manager, the Collections Manager and the Gallery Technician to establish and maintain the Disaster Plan
- To work flexibly and collaboratively with the Collections Manager to deliver the objectives and workload of the overall registrarial function at the Gallery, including relating to the permanent collection
- Represent the team at the Health & Safety and Green Committee meetings
- To act as courier when required for works in any part of the gallery's collection
- To undertake any other duties and responsibilities which are commensurate with the level of this role as required

## **Person Specification:**

### **Qualifications & Experience**

- Relevant qualification and/or equivalent professional experience in museum or visual arts fields.
- Proven track record of working in a registrarial or exhibition management function within a museum or gallery environment
- Understanding of arranging Government Indemnity and commercial insurance
- Demonstrable experience of working to recognised museum standards for transportation, packing, handling and environmental requirements, and negotiating loans and associated contracts
- Demonstrable experience in project and budget management.
- Excellent project management skills and demonstrable evidence of the ability to plan and prioritise work to meet agreed standards, deadlines and budgets
- Excellent budget management skills

### **Skills & Attributes**

- Strong problem solving skills
- Excellent communication and interpersonal skills.
- Strong organisational and project management skills.
- Details orientated thinking with excellent documentation and record keeping skills
- Proven ability to work collaboratively and build partnerships.
- Calm and confident under pressure
- Passion for Compton Verney's mission and values.

## **How To Apply**

For more information or a discussion about the role please contact

[abigail.viner@comptonverney.org.uk](mailto:abigail.viner@comptonverney.org.uk)

Please complete the link below along with your CV and a covering letter expressing why you are suitable for the role, referencing the job description and person specification to us via:

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[https://recruitment.evaluation.com/public/recruitment\\_post?id=T0lrcks4WktNWmRWQkh1RjdCTnNPdz09&org\\_id=ToVZYU syNDhaak41cnM4UjYxa3prdz09](https://recruitment.evaluation.com/public/recruitment_post?id=T0lrcks4WktNWmRWQkh1RjdCTnNPdz09&org_id=ToVZYU syNDhaak41cnM4UjYxa3prdz09)

**Deadline for applications:** 5pm Monday 20<sup>th</sup> October 2025

**Interviews will take place:** First interviews will take place on Monday 27<sup>th</sup> October. Second interviews, if required will take place on Monday 3<sup>rd</sup> November.

## Our Mission, Vision, Purpose and Values

