



Head of Creative Programmes

August 2023



Hello

National Justice Museum is an independent museum and Public Legal Education provider, delivering education programmes nationally. We are based in Nottingham's Grade II* former Shire Hall/County Gaol, featuring historic courtrooms, a police station and exhibitions exploring the history of justice. We house a nationally significant collection exploring the Criminal Justice System over the last 2 centuries. We empower audiences, providing opportunities to gain knowledge and understanding of the law/justice system.

We also operate the City of Caves, an attraction central to the economic regeneration of the city within the Broadmarsh site which is now under discussion around how this space will be developed and used going forward.

Our attractions are key to Nottingham's tourist economy, attracting visitors who spend time in the city boosting the local economy. In 2018 we became an Arts Council National Portfolio Organisation (NPO) and we recently successfully applied to be part of the 2023-26 investment programme. We have recently been awarded a National Lottery Heritage Fund resilience grant.

We have gained huge recognition over the last 5 years for our engagement programmes which have 'turned the museum inside out', working with local, national and international partners and our ground breaking work in prisons which won the Museum Change Lives award in 2021.

Our public legal education work is central to our purpose and we operate these programmes in our courtrooms in Nottingham, at the Royal Courts of Justice and the Rolls Building in London and across many sites in the North and through our NJM on Tour programme. In 2019 we entered into a partnership with The Ben Kinsella Trust to deliver 'Choices and Consequences', a key programme educating young people about the dangers of knife crime.

This is a hugely exciting time to join us as we test out new ways of working under our resilience funding and we continue to embody the Arts Council Investment Principles as we work to deliver our organisational aims and the activity plan for our Arts Council funding. This role presents an amazing opportunity for someone to use the excellent foundations set by the previous incumbent to put their own stamp on the delivery of our engagement and co-production practise.

A handwritten signature in black ink, appearing to read "Victoria Reeves". The signature is written in a cursive, flowing style and is positioned to the left of a vertical line that extends downwards.

Victoria Reeves, CEO

August 2023

The Role

Based	Nottingham, with travel to our other sites and working actively in surrounding communities, some weekend and evening working
Salary	£38,000
Job title	Head of Creative Programmes
Direct Reports	Coproduction Curator – Exhibitions and Displays, Creative Engagement Curator
Key relationships	Senior Management Team, Head of Collections and Research, Learning Team, Volunteering Team, Marketing Team, Trustees
Reports to	CEO
Contract	Full time, fixed term to April 2026
Purpose of the job	To lead a national, excellent quality programme of inclusive and inspirational activities that embrace our purpose, vision and values and deliver against ACE investment principles, with co-production at its centre.

Guided by Arts Council Investment Principles and Let's Create aims nurture existing relationships and broaden conversations around inclusivity to widen and diversify our audiences.

Develop and deliver a meaningful, relevant, experimental and enticing programme of exhibitions, interventions and creative activity that provide compelling, emotive and relevant encounters with and for people from all backgrounds. Apply a person-centred approach to shape and inform projects, working closely and collaboratively with all teams at the museum, staff working nationally, creative practitioners, coproduction volunteers, partners and communities.

The post requires a proactive, hands-on, strategic and creative thinker with a track record of co-production, working closely and kindly with creative practitioners and communities to deliver innovative and inspirational programmes of activity.

If you think this is you, please read the details provided carefully and email a CV and succinct (no more than 2 A4 sides) application letter ensuring you demonstrate how you fit the person specification to victoria.reeves@nationaljusticemuseum.org.uk alternatively you may submit a short film. We are currently recruiting for two roles so please articulate clearly which you are applying for.

The closing date for applications is **Sunday 17th September 5pm.**

Job description

Key responsibilities and duties
<ul style="list-style-type: none">• Lead and co-produce our programme of activity including exhibitions and displays across the museum, interventions, and commissions (including digital) underpinned by person-centred design thinking principles in collaboration with the wider museum teams across all our sites and local communities• In partnership with the SMT work to the organisation's strategic plan, contributing as required from your team's perspective• Nurture, develop and maintain local, national and international partnerships• Responsible for the research, development, planning and management of exhibitions, artist commissions, projects and related public events which support creative practitioners to develop their practice and engage with new audiences, processes and themes• Work in conjunction with the Head of Collections and Research to improve the relevance of the collection through responses, lived experience, active research and engagement• Work in conjunction with the learning teams across the country to co-develop creative engagement activities that link to the theme of the annual creative programme• Liaise with the Director of Learning to ensure there are a range of national digital activities linked to the exhibition programme at the museum• Work closely with Visitor Experience Team to involve them in the planning, delivery and maintenance of activities• Work closely with the Marketing Team in order to ensure the programme is communicated, amplified and marketed in a strategic manner to gain maximum coverage and profile locally, nationally, and internationally• Deliver all activities on time, within agreed budgets and to an excellent standard• Liaise with the Finance Team and Chief Executive to ensure successful management of budget• Provide funders and Trustees with appropriate qualitative and quantitative information through quarterly and annual evaluation and reports• Foster existing relationships with communities and willing to open dialogues with new ones that can't, won't or don't access the museum• Actively use social media platforms to amplify our work• Use collections in brave non-traditional explorative ways
Other duties
<ul style="list-style-type: none">• Act as a key member of the SMT• Act as a spokesperson of National Justice Museum• Any other duties as required

Person specification

Experience
<p>Essential</p> <ul style="list-style-type: none">• Understanding of design thinking/co-production/person centred approaches.• Evidence of achievement in developing, delivering and managing arts programmes and outputs over at least 3 years• Demonstrable enthusiasm for historical and contemporary social justice, people and communities• Proven success in recruiting, leading and managing the performance of a team delivering artistic programmes• Demonstrable success in working across teams and on different sites• Demonstrable success in working co-productively with artists and creative practitioners on commissions, exhibitions, workshops and events• Demonstrate confidence in digital delivery• Evidence of an ability to evaluate artistic programmes• Proven experience over at least 3 years of working openly and collaboratively with communities on creative projects• Experience of using social media platforms to share creative output• Proven track record in financial performance and excellent organisational skills• Ability to work effectively as part of a team• Excellent communication skills, both verbal and written and intermediate IT skills in Excel and Word• Ability to prioritise own workload and meet deadlines• Proven ability to respond to challenges with a positive solution based approach <p>Desirable</p> <ul style="list-style-type: none">• Experience in working in the heritage, museum or arts sector• Understanding and experience of fund raising