

Touring Exhibitions Group

## **TEG Coordinator**

### **Freelance role**

6-month contract initially and then renewed annually

40-42 days per annum at £150 per day

Working days spread across the week to enable queries to be answered in a timely way



Touring Exhibitions Group (TEG) is a non-profit professional development organisation devoted to supporting the exchange of exhibitions to extend public knowledge and enjoyment of historical and contemporary culture. TEG works across the UK and internationally with organisations of all sizes and types. Our members exhibitions represent all disciplines, including arts, craft, design, social history, natural history, and science. We undertake research and advocate for a better understanding of the benefits of touring exhibitions, offer a range of professional development opportunities, and organise an annual Marketplace to support networking and learning.

The Executive Committee is the main 'engine' for the Touring Exhibitions Group, powering all its activities. The TEG Coordinator is pivotal to this group, organising and recording the committee's quarterly meetings, running the day to day financial operation, supporting the delivery of the group's research and events and maintaining records. TEG is a decentralised organisation with no single location, as such this role is vital in supporting the Chair to coordinate the work of members of the Executive Committee, providing information they need to carry out tasks and administrative support for TEG's events and activities.

### Experience required

- Experience of working in or with the museum and gallery sector
- Demonstrable experience of drafting and managing budgets, and preparing accounts to a high standard
- Demonstrable experience of day to day financial processes such as BACS payments and processing invoices
- Demonstrable experience of providing efficient administrative support and maintaining effective records
- Demonstrable experience of administrating and coordinating events
- Demonstrable experience of coordinating a network or team to effectively deliver core activity and/or projects

### Desirable

- Previous experience of working with or on a committee or board
- Previous experience of fundraising applications, grant monitoring and reporting
- Knowledge of the work of TEG or other sector membership organisations.

### Skills and competencies required

- Excellent written and verbal communication skills with ability to represent TEG at sector events

- Excellent administration skills and attention to detail
- Pro-active and flexible with the ability to multi-task and communicate regularly with the committee and external stakeholders
- Excellent ICT skills (familiarity with Microsoft Office, including Word, Outlook Excel, social media and project management platforms and event booking systems)
- Able to work to deadlines and maintain a calm, ordered approach.
- Diplomacy, flexibility, ability to get on well with people and have a professional attitude; the ability to work independently and in a team.
- Willingness and ability to travel in the UK

If you are interested in this role, please download the job specification from our website [www.teg.org.uk](http://www.teg.org.uk) . To apply please send a CV and letter (no more than two sides of A4 each) to [alice.lobb@barbican.org.uk](mailto:alice.lobb@barbican.org.uk) with 'TEG Coordinator' as the email subject.

**Application deadline is 11am GMT on Tuesday 3 September 2019.** Interviews will be held on Thursday 12 September 2019 in London.

If you have not heard from us by the end of the day on Friday 6 September, you should assume that you have not been short-listed for interview. We regret that we will not be able to give feedback to those who are not short-listed.

Touring Exhibitions Group is committed to equal opportunities and inclusivity, therefore we welcome and encourage applicants from all sections of the community. If you need any assistance in order to attend an interview please state this in your application