**Exhibitions Project Coordinator**

**Job Description**

**Background:**

Discover Children’s Story Centre is the UK’s first hands-on creative literature space for children aged 0-11 and their families/carers, dedicated to fostering a love of language, literature, and storytelling.

At the heart of Discover are two floors of magical Story Worlds and a Story Garden—immersive, exploratory play spaces where children and their imaginations can roam. The Discover team also collaborates with bestselling authors and illustrators to create temporary immersive installations, designed to spark children’s creativity and develop their storytelling and creative writing skills.

**Overview:**

The Exhibitions Project Coordinator plays a key role in supporting the delivery of Discover’s immersive basement exhibitions, alongside managing a range of small-scale projects, installations, gallery exhibitions, and trails throughout the year. Reporting to the Senior Exhibition and Design Manager, this role ensures the quality and maintenance of Discover’s Story Worlds and temporary exhibitions while also supporting the creative, technical, and administrative elements of exhibition production.

The post holder will work across teams and with external partners to coordinate design work, manage budgets, and oversee contractors, while also contributing hands-on support for installation and maintenance.

We are looking for a highly creative and practical project coordinator with strong design sensibilities, a passion for storytelling, and the ability to bring creative ideas to life through exhibition builds, set design, and technical maintenance.

**Responsible to:**

The Exhibitions Project Coordinator is line-managed by the Senior Exhibition Manager and will also provide support to the Head of Creative Programming as required.

**Key Responsibilities:**

Exhibition Development & Planning

* Play an active role in planning, designing, and delivering Discover’s exhibition programme, including immersive installations, interactive trails, and small-scale gallery exhibitions.
* Contribute to creative ideation, design development, and storytelling approaches in collaboration with the exhibition team and external partners.

Project & Budget Management

* Coordinate a portfolio of exhibition-related projects, ensuring they remain on time, within budget, and to a high standard.
* Manage financial administration, including budget tracking, cost monitoring, and supplier payments.

Design & Interpretation Support

* Support the Exhibition Team by laying out trails and family interpretation materials using Adobe Creative Suite (Illustrator, Photoshop, InDesign).
* Work closely with illustrators, designers, and the marketing team to develop engaging, child-friendly visual materials.

Exhibition Maintenance & Installation

* Assist in project implementation with hands-on making skills, including installing and securing displays, repairing props, and performing paint touch-ups. (Should be comfortable using tools such as drill, sanding machine, sawing machine, ladder, level, wall filler, and glue)
* Conduct on-site exhibition maintenance, ensuring props, structures, and interactive elements remain safe, engaging, and functional.
* Work closely with the Operations Team to manage repairs, updates, and health & safety requirements.

Freelancer & Supplier Coordination

* Recruit, contract, and manage freelancers and contractors supporting exhibition projects.
* Research and liaise with suppliers, fabricators, and build companies, booking jobs as required.
* Ensure freelancers and suppliers adhere to health and safety regulations and deliver work in line with Discover’s creative standards.

Touring Exhibitions & External Partnerships

* Support the Senior Exhibition Manager with the delivery of touring exhibitions, supporting with logistics, design adaptations, installation schedules, and storage requirements.
* Liaise with external venues, artists, publishers, and other agencies to ensure smooth project execution.

Team & Leadership Support

* Deputise for the Senior Exhibition Manager as needed.
* Work closely with the wider Discover team to contribute to the organisation’s creative development and strategic growth.
* Take on any additional responsibilities as mutually agreed.

**Person Specification:**

Essential Skills & Experience:

* Strong project coordination skills, with experience delivering creative projects to a high standard with tight deadlines and budgets.
* Excellent design literacy, with a strong understanding of 2D and 3D design principles.
* Basic competences in Adobe Creative Suite (Illustrator, Photoshop, InDesign) to support the team with exhibitions and trails, handling Illustrators artworks, and interpretation materials.
* Practical experience in project implementation and maintenance, with making and painting skills.
* Well-organised, with a problem-solving mindset, excellent time management and the ability to work across multiple projects simultaneously.
* Meticulous attention to detail, ensuring the highest standards across all projects.
* Ability to collaborate within a team while also working independently and taking initiative.
* Experience in contracting and managing freelancers, suppliers, and external partners.
* Commitment to Discover’s mission, values, and principles.

Desirable Skills & Experience:

* Extensive experience with Adobe Creative Suites, designing leaflets, flyers, information boards.
* Previous experience delivering family-friendly exhibitions or interactive installations for the public.
* Understanding of practical health and safety considerations in exhibition production.

**Salary & Working Conditions:**

Salary: £24,725 pro rata

Hours: Part-time (3 days per week hours 9.30am-5.30pm) with occasional weekend and evening work required, with TOIL offered.

Fixed term: contract from April – end of September 2025 with possibility of extension

Location: Discover Children’s Story Centre, London (occasional travel for external projects) hybrid working is possible agreed with line-manager.

Closing date: Tuesday 18 March 2025, 5pm

First interviews planned to be held: March 272025 in person at our office in Stratford.