

Recruitment Pack



Executive Director
March 2026





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Introduction

The Exhibitions Group (TEG) is seeking an experienced and dedicated Museum and Gallery professional to lead in the continued growth and development of the organisation following a successful first three years of funding from Arts Council England. With our new brand identity and website as well as increased activity and visibility across the sector, The Exhibitions Group is now ready to move into the next stage of its development, driven by a significant increase in activity and ambition for the organisation.

Having previously been led on a part-time freelance basis, the current recruitment is for a salaried role which will provide greater capacity and long-term sustainability for the organisation. You will have demonstrable experience in leading and developing an organisation with a mixed funding model alongside in-depth knowledge and understanding of the current challenges and wider concerns of the Exhibitions sector.



Role Purpose



- To provide strategic direction and leadership for The Exhibitions Group and to ensure it fulfils its commitments as an Arts Council England Investment Principles Support Organisation (IPSO)
- To advocate at all levels for the essential role of temporary and touring exhibitions in building and sustaining audiences and driving income for the wider museum and gallery sector
- To strengthen and embed a diversified income model, balancing membership, grant funding, commissioned work, partnerships and fundraising
- To actively grow membership ensuring the organisation's long-term sustainability
- To ensure that TEG supports the professional development of those working in the field of exhibitions through our dynamic programme of workshops, events and knowledge-exchange initiatives and to support the creation of a diverse and inclusive profession that is open and accessible to all
- To raise the profile of the organisation both nationally and internationally through the development of strategic partnerships and through attendance at relevant UK sector events
- To lead communications ensuring TEG's voice is clear, confident, and impactful
- To contribute to day-to-day organisational tasks as required in a small team
- To manage and support a small staff team to deliver key activities

About Us



Founded in 1985 we became a charitable incorporated organisation (CIO) in 2020. In 2024 the 'Touring Exhibitions Group' became 'The Exhibitions Group' to more accurately reflect the organisation's work and the wider community of exhibitions professionals that it represents.

In 2023, we were awarded IPSO status by Arts Council England (ACE) with grant funding from 2023-2027. This period has seen a substantial increase in activity, not least agreeing strategic directions for professional development and marketing.

We work across the UK and have growing international membership. Membership is open to all those involved in supporting, organising or hosting exhibitions in museums, galleries, libraries, art and science centres and other public venues. We have over 300 paid members.

We advocate for a better understanding of the benefits of temporary and touring exhibitions and partnership work, believing exhibitions are well-placed to engage more people with arts and culture.

Our focus for future years is on:

Empowering – Advocating for exhibitions, providing the research, evaluation training and information to demonstrate the impact of exhibitions, growing our visibility in the sector and partnering to enable better exhibitions practice in the UK and internationally

Sharing – Leading informed exhibitions practice through sharing emerging exhibition practices, providing up-to-date case studies and training in exhibition making from practical planning to environmental sustainability and inclusivity

Connecting – Developing our community of practice, networking at key events such as Exhibitions Connects, enabling exhibitions tours and partnerships through our directory and events

Securing – Achieving organisational sustainability through a mixed income model of funding, partnerships and earned income through membership growth and events that enables us to develop our team and capacity



Who We Are

Our Vision: **We are the home of exhibition practice.**

Our Mission: **We connect and empower everyone in exhibitions to create relevant, sustainable, diverse and accessible exhibitions.**

Our values underpin everything we do:

We are ambitious

We are inclusive

We are generous

We are collaborative

We are responsible



The Exhibitions Group is currently made up of three parts:

- **The Board of Trustees** (up to 12 voluntary members) who have governance oversight and responsibility for finances
- **The Advisory Group** (up to 6 non-trustee voluntary members) who lead on Exhibitions Connect and act as specialist sector advisors for online content, events and exhibition-related knowledge. Trustees and Consulting Team are also invited to attend as appropriate
- **The paid Consulting Team** delivers the day-to-day work as part-time freelance professionals working remotely in the following roles: Professional Development Manager, Membership Manager, Marketing Consultant, Administrator. The Executive Director has also previously been a part-time freelance (consulting) role.



About The Role

Job title: Executive Director

Location: Remote, regular travel expected

Contract type: Part time (30 hours per week), permanent

Working hours: Core working hours are 10am–3pm

Salary: £44,000 (full time equivalent £55,000)

Reporting to: Board of Trustees

Key Responsibilities

Strategy and Leadership

- Lead and monitor delivery of TEG's five-year Strategy and Business Plan
- Turn strategic aims into clear annual plans with budgets, KPIs, and reporting.
- Ensure TEG meets all Arts Council England IPSO requirements
- Develop and grow TEG's membership and member offer
- Embed advocacy, sustainability, inclusion, and professional development across all work
- Identify when the strategy needs to change due to external or internal factors and make recommendations to the Board
- Make sure TEG's events and professional development remain relevant and responsive to sector needs





Governance and Organisational Management

- Act as the main link between the Board and the team to support effective governance
- Prepare high quality Board papers, reports, and presentations
- Support the Finance and Risk Committee in managing risk and financial processes
- Maintain an effective set of organisational policies and ensure compliance with charity governance standards
- Ensure policies and action plans are actively used and not treated as standalone documents
- Oversee commissioned work delivered on behalf of TEG

Financial Leadership & Income Diversification

- Provide senior financial leadership, ensuring robust financial management, budgeting, forecasting, and reporting, supported by the Administrator role
- Lead and embed a diversified income model, reducing reliance on any single source and strengthening long-term resilience
- Identify and develop new fundraising and income-generation opportunities.
- Work with the team and Board to assess financial risk, sustainability, and opportunities for investment or growth
- Act as the senior budget holder with responsibility for TEG's financial sustainability and long-term resilience
- Ensure appropriate financial control, audit processes, and accountability are in place

People & Culture

- Lead and support a small team, promoting a collaborative, respectful, inclusive culture
- Provide clear line management, priorities, and support for staff and consultants
- Champion equality of access and inclusion in all aspects of TEG's work, ensuring values are lived internally as well as promoted externally
- Support professional development within the team and across the exhibitions sector



Fundraising, Advocacy and Partnerships

- Lead on relationships with funders and represent TEG at meetings and events.
- Lead on grant applications and monitoring including multi-year funding from Arts Council England
- Expand fundraising into new areas to support income diversification
- Maximise opportunities for existing and new partnerships to expand the reach of TEG's activities
- Provide proactive leadership and a consistent voice to the sector representing TEG to members, potential members and the wider sector
- Represent TEG as a senior advocate across the exhibitions and museum sector. Speak at conferences and sector events, including national and international travel
- Ensure TEG maintains a high-profile presence through events including the annual in-person Exhibitions Connect conference, exhibitions, and sector showcases
- Use partnerships and profile to support income diversification and commissioned work

Marketing and Communications

- Provide strategic leadership for marketing and communications that support TEG's sustainability, membership growth, and advocacy goals
- Strengthen TEG's national and international profile
- Support income diversification, membership growth, and fundraising through communications
- Position TEG as a thought leader in exhibitions, sustainability, and inclusion.
- Oversee clear, consistent external communications and produce engaging written content
- Ensure TEG's messaging is confident, inclusive, and aligned with organisational values



Person Specification

We would expect you to be able to demonstrate and evidence the following:

Experience

- Significant senior leadership experience in a charity, cultural organisation, membership body, or not-for-profit environment
- Experience turning organisational strategy into clear plans, delivery, and reporting
- Experience of fundraising and income diversification, including developing or managing multiple income streams and reducing reliance on single sources
- Experience of working with and supporting a Board of Trustees, including preparing reports and enabling effective governance
- Experience of marketing and communications including writing effective copy.
- Experience building and maintaining strategic partnerships with funders, sector bodies, and external stakeholders
- Experience of acting as a senior advocate, including speaking at events, conferences, or to funders
- Line management experience with the ability to lead small teams and consultants inclusively
- Experience developing or managing successful grant funding applications

Knowledge

- In depth understanding of the UK cultural, museums, galleries, or exhibitions sector
- Knowledge of charity governance, including the roles of Boards and executive leaders
- Understanding of diversified income models for charities and membership organisations, including a mix of membership, grant funding, commissioned work, partnerships, and earned income
- Knowledge of strategic marketing, communications, brand positioning, audience development and commissioning external expertise
- Understanding of Arts Council England funding and reporting, or the ability to learn this quickly
- Awareness of Equality, Diversity and Inclusion and environmental sustainability principles, and how these can be meaningfully embedded in organisational practice
- Experience of membership organisations or schemes is an advantage.
- A demonstrable commitment to ongoing professional development



What we offer

- Remote working with regular travel
- Flexible working hours
- An enhanced leave package of 30 days paid leave per year, plus 8 bank holidays (pro-rata)
- Statutory maternity pay

How to apply

We welcome requests for accessible formats and reasonable adjustments at any stage of recruitment or employment.

Applicants should email their CV and a covering letter outlining their reasons for applying and how their experience, knowledge and skills meet the key responsibilities and person specifications to

TEG Administrator Sue Lea
administrator@teg.org.uk with 'TEG Executive Director' in the subject line.

CVs and cover letters should be no more than 4 sides of A4 in total.

Applicants should also include the names and email addresses of two referees - one of whom should be your current or most recent employer/client.

The Exhibitions Group is committed to equity, diversity and inclusion. We welcome applications from people of all backgrounds, particularly those underrepresented in the museum, gallery and exhibitions sector. We value lived experience alongside professional experience.

Any offer of employment will be subject to proof of the right to work in the UK. Successful candidates will need to provide appropriate documentation (such as a passport) in line with Home Office guidance before they can start work.

We regret that we are unable to accept applications from candidates who require visa sponsorship.

Closing Date

The application deadline is **11.59 pm GMT on 1 May 2026**.

Please note that we are unable to accept late applications. We regret that we are unable to provide feedback on your application.



Interviews

Interviews will be held online on Microsoft Teams **on Monday 18 May and Friday 22 May.**

We will contact your referees if you are invited to interview with your prior approval.

If you have not heard from us by 11 May, you should assume that you have not been shortlisted for an interview.

Thank you for your interest in this role, and working with us at The Exhibitions Group.



Contacts

The Exhibitions Group email: administrator@theexhibitionsgroup.org.uk

www.theexhibitionsgroup.org.uk

Instagram: [@theexhibitionsgroup](https://www.instagram.com/theexhibitionsgroup)

LinkedIn: www.linkedin.com/company/theexhibitionsgroup/



Supported using public funding by
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The
Exhibitions
Group

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