



JOB DESCRIPTION

ROLE: Exhibition Project Manager

TERMS: Fixed term 9-month contract March 2026 – December 2026

Full time 35 hours £35,000 pro rata

REPORTING TO: Director of Producing

RESPONSIBLE FOR: Freelance contractors

Job Overview

The Exhibition Project Manager will support the Curator and Director of Producing to realise and co-ordinate a large-scale costume heritage exhibition to mark the Royal Exchange Theatre's 50th anniversary. The Curator and Artistic Director will have overall responsibility and sign off for the exhibition.

The Exhibition Project Manager is a vital role, working across the theatre and externally with staff and freelancers. They will be highly organised and strong communicator with a commitment to providing the highest level of programme delivery for the broadest possible audience.

Mythic Reinvention: Five Decades of Costume and Craft.

Launching on 15 September 2026 and running until 21 November 2026, as part of the Royal Exchange Theatre's 50th anniversary programme - *A Homecoming*, the project will bring our extraordinary costume archive to life through a free public exhibition in the Great Hall, alongside a new intergenerational community performance.

Showcasing costumes and accessories from five decades of Royal Exchange Theatre productions, the exhibition - **Mythic Reinvention: Five Decades of Costume and Craft** - will celebrate the skills and craft of designers, artisans and makers and share how storytelling, inspired by the idea of mythic reinvention, is embedded in every stitch, button and drape of costume.

Displayed within the unique architecture of the Great Hall, this visually spectacular and interactive exhibition will offer audiences fresh perspective on both the architecture of the theatre and the work created and performed by artists on and off stage. The

exhibition will also highlight the lifecycle of costume, from initial design to reuse, reflecting our ongoing commitment to sustainability.

At the heart of the project are 50 participants, including members from the Royal Exchange Theatre's Young Company and Elders Company who will play a central role, co-creating both the exhibition and a brand-new performance inspired by the costume archive, the theatre's history and stories from Manchester communities.

The immersive exhibition will be curated by Leslie Travers, an award-winning international set and costume designer based in London, whose work spans opera, dance, musical theatre and drama on some of the world's most prestigious stages. Alongside the exhibition and performance, there will be programme of talks, backstage tours and hands-on workshops, offering behind-the-scenes insight into costume-making and sustainable design.

Using money raised by National Lottery players, The National Lottery Heritage Fund supports projects that connect people and communities with the UK's heritage. **Mythic Reinvention: Five Decades of Costume and Craft** is made possible with the Heritage Fund. Thanks to National Lottery players, we have been able develop and deliver this project, celebrating 50 years of theatre-making, focused on preserving and sharing our costume heritage.

Main Duties & Responsibilities

1. To project manage the creation and delivery of a site-specific exhibition across the Great Hall of the Royal Exchange, ensuring timescales are met
2. To manage, track and report on the exhibition budget, prepare purchase orders and invoices
3. To support in the research and development of the exhibition and public events including the launch event, workshops, talks and tours
4. To assist the Curator in the design and layout of exhibitions, preparing creative briefs, procuring and managing creative teams to deliver the exhibition and implementing the overall vision for the project
5. To cultivate, collaborate and liaise with artists, designers, and staff, maintaining excellent relations throughout and ensuring strong communication between departments and roles
6. To assist in the preparation of contracts with individuals and contractors as necessary
7. To use the Theatre Green Book principles in the delivery of the exhibition and consider sustainability at all stages
8. To create schedules for the planning, installation and take down of the exhibition. Ensure relevant exhibition information is accurate and up to date for all teams
9. To work closely with RET's Head of Technical on ensuring the exhibition is delivered safely and the relevant H&S requirements are met
10. To work in liaison with the Head of Technical, Curator and Lighting Designer to ensure that the relevant plans, visualisation and construction plans are in place

11. To co-ordinate and oversee production of exhibition labels, interpretative texts and exhibition guide, including proof reading and liaising with graphic designers as required
12. To liaise with Marketing to capture high resolution images of the exhibition costumes and exhibits (and related materials) for guide publication purposes. To secure image and copyright permissions for all photographs used for publications, graphics and communications purposes, as necessary
13. To liaise with the Marketing department on publicity material
14. To involve members of the Elders and Young Company in the development of the exhibition who will develop a performance response managed by the Associate Director (Creative Exchange) and Creative Exchange Manager
15. To support the Creative Exchange Manager with the development and delivery of associated engagement workshops, talks and tours
16. To contribute to evaluations, collate monitoring and data from visitors and support report writing for funders
17. To undertake administrative and other duties as required

Person Specification

Essential

- Experience of effectively delivering high quality exhibitions for audiences/visitors
- Experience of leading cross-disciplinary project teams
- An organised approach with the ability to effectively oversee multiple strands of a large project simultaneously and work to tight deadlines
- Experience of developing and managing external creative teams, such as designers, artists or graphic designers
- Strong budget management skills
- Excellent team working and interpersonal skills with a confident approach and an ability to communicate with a range of stakeholders verbally, in writing and in presentations
- Good IT skills, including Microsoft Office software
- A creative, innovative and flexible approach to work with good attention to detail
- A values-driven approach and passion for contributing to an open and inclusive organisation

Desirable

- Knowledge of costume in either a theatre or exhibition context.
- An understanding of different audiences and how to interpret content to broaden reach
- Experience of copywriting and editing text for exhibitions or publications
- Good working knowledge of Health & Safety legislation and practice as it applies to theatre and/or exhibition installations
- Good working knowledge of scale drawings, visualisations and plans
- Knowledge and experience of working sustainably in the arts

Duties & responsibilities of all team members

- Be aware of other teams' work, to help achieve RET's aims. Work well with across the organisation.
- Engage with projects and events led by other teams (such as fundraising events).
- Work to the RET's Code of Behaviour, Anti-Harassment & Anti-Bullying Policy, and Equality and Diversity policy and help to achieve the Theatre's diversity action plan.
- Have an awareness of, and comply with, Health and Safety at Work and work to RET's Health and Safety Policy.
- Work to other guidelines, procedures and policies provided by the Company.
- Take part in training sessions as required. • Take part in ongoing evaluation and reflection of our work.
- Support RET's sustainability aims.
- Develop learning around different cultures and be conscious of the barriers people face coming to the Theatre. Aim to provide a considered experience for all RET visitors.

What we will provide

- A supportive, inclusive and collaborative working environment. We will consider everyone's needs and improve where we can.
- Safe routes and structures to report anything that has a negative impact. We'll keep learning and growing.
- Personal and professional development opportunities.
- Ongoing training such as inclusivity, anti-racism, unconscious bias, mental health, and wellbeing.
- A stimulating and creative workplace where everyone's opinions and ideas can be shared.
- Competitive salaries and opportunities to contribute to pensions.
- Access to mental health and wellbeing services