

DCF PROJECT OFFICER – DARWIN EXHIBITIONS

This role is part of a collaborative project between the Sedgwick Museum of Earth Sciences and the University Museum of Zoology, funded by the MLA's Designation Challenge Fund. The museums are designated in recognition of the national and international importance of their collections and, between them, receive in excess of 80,000 visitors each year.

Under supervision of the two Directors, the post-holder will be solely responsible for researching and producing two permanent exhibitions of the Museums' Charles Darwin holdings, within a specified budget and timescale. The displays will showcase Charles Darwin's own specimens, currently not accessible to the public, to be completed in anticipation of the University's 2009 celebrations of the 200th anniversary of Darwin's birth and the 150th anniversary of the publication of '*On the Origin of Species*'. The displays will reveal through interpretative text what the zoological and geological specimens meant to Darwin during the development of his theories of evolution and their relevance today. The role will involve the research of specimens (provenance, historical and scientific significance, links to other collections, specimen data), producing textual content, liaison with external contractors to produce and install the final display.

Key duties and responsibilities

- Research into the history and significance of the entire Darwin holdings in each Museum, adding new information to the catalogue documentation. Liaise with experts from the University and from external organisations to supplement knowledge and provide advice.
- Under direction from the Museum Directors, develop storylines, compile textual, graphical and specimen content for permanent displays showcasing internationally important scientific material. Content will target both specialist and non-specialist audiences through imaginative and relevant exhibition techniques, using the *Inspiring Learning for All* framework and relevant display standards.
- Work with staff of the two Museums to produce the displays, identifying opportunities for collaboration, joint training and skills sharing.
- Source and brief external consultants and suppliers in conjunction with Museum staff. Liaison during completion of work to ensure a high standard of delivery.
- Report to Museums Development Officer and to the Directors regarding progress of work against budget and deadlines.
- Communicate with the relevant administrator in each museum, providing the necessary information to report back to the funding body and to ensure adherence to budget and deadlines.
- Carry out varying methods of evaluation throughout the duration of the project, including recruiting consultative groups with representatives from different audience sectors. Liaise with local specialist groups for purposes of evaluation and advice, drawing on specialist knowledge.
- Towards the end of the project, market the completed displays, including media liaison, delivering public talks, and involvement in events such as National Science Week/Cambridge Science Festival.
- Produce a project report containing the results of the research and documentation produced over the duration of the project, to circulate to other organisations including those with Darwin holdings.

Knowledge, Skills and Experience for the Role

- A good level of general education including high standards of literacy in Maths and English.
- A good level of IT literacy on multiple packages.
- Experience in similar posts, with particular emphasis on proven exhibition skills preferably within a museum environment.
- Ability to select and communicate scientific content in an accessible manner.
- An understanding of the scientific significance of Charles Darwin and his work.
- Demonstrated organisational ability; attention to detail; time management and project management experience; ability to problem solve.
- Self-motivated, able to organise own workload to meet deadlines. Competence in a wide variety of tasks and able to undertake them using own initiative and judgement.
- Ability to communicate clearly and effectively, ability to liaise with a wide range of people at all levels, high standard of written English.
- Ability to work effectively with others as part of a team or independently.

This full-time post is part of a fixed-term funded project sponsored by the MLA's Designation Challenge Fund and will run until 31 March 2008. Salary is within the University's CS5 range £19,124 - £22,812.

Informal enquiries can be made to Liz Hide, Museums Development Officer on 01223 336684, or email: eah12@cam.ac.uk. Completed applications should include a covering letter, a CV and completed Parts I and III of PD17 form and should be sent to The Departmental Administrator, Department of Zoology, Downing Street, Cambridge CB2 3EJ. The University's standard application form (PD17) is can be obtained from the site: <http://www.admin.cam.ac.uk/offices/personnel/forms/pd17/>.

The deadline for applications is Friday 26 May 2006.