



MATHSWORLD UK

Touring Exhibition Tour Manager

Job Description

About Us

MATHSWORLDUK aims to establish in the UK the First National Mathematics Discovery Centre. The Discovery Centre will excite the imagination by encouraging interaction with mathematical objects and images. These will stimulate mathematical thinking in unusual ways that make it possible to appreciate the beauty, ingenuity, applicability and importance of Mathematics. It will include problems and puzzles to engage its full range of visitors.

As a first step towards this vision, MathsWorldUK is creating a touring exhibition on the theme of mathematical problem solving that will tour the UK for 12 months visiting science discovery centres and other public spaces.

About the Role

The tour manager will report to the CEO MathsWorldUK and be responsible for the day to day management of the tour, with specific responsibility for:

- Booking the locations (usually science discovery centres) for the exhibition.
- Arranging the transport of the exhibition between locations.
- Training local science discovery centre staff in how to make the most of the exhibition.
- Working with locations to effectively market the exhibition.
- Organising repairs/modifications/ improvements to the exhibits as necessary.
- Conducting an evaluation on the exhibition as a whole and providing a written report of this evaluation to MathsWorldUK.
- Ensuring 100,000 visitors meet the exhibition over the course of the 12 months (which is equivalent to ensuring the exhibition is in science centres for 100 days in the year and visits at least one major science fair).
- Attending science fairs with the parts of the exhibition (no more than 5 days over 12 months).
- Communicating with MathsWorldUK with regular updates.

Location - The tour manager will be a home worker with an expectation of visiting tour locations.

Salary £35,000 FTE

Industries: Tour Management, Museums & Galleries, Charities, STEM, Higher Education,

Job level Graduate

Hours 0.2 FTE

Contract 12 months

Education level Undergraduate degree (or equivalent)

To apply, please contact Dr Katie Chicot at the email address below providing a CV, and a letter of application, explaining why you are interested and what you can bring to the role (with reference to the criteria below), plus names and contact information for at least one referee, who must be a recent employer or senior colleague. The deadline for applications is Friday 26th July. Initial inquiries may be made to Katie Chicot via email to k.m.chicot@open.ac.uk

Person Specification

Qualifications and Training	Essential	Desirable
First degree in Mathematics or in a closely related subject		x
Experience		
Proven experience of project/tour management or similar role.	x	
Budget management experience.		x
Mathematics Outreach experience or museum experience	x	
A good understanding and working knowledge of social media and marketing channels.	x	
Skills		
Strong inter-personal communication skills, with the ability to deal effectively with a range of contacts and people at all levels.	x	
Excellent time management skills	x	
Positive approach, with the ability to find creative solutions	x	
Excellent oral and written communication and presentation skills.	x	
Personal Qualities		
Enthusiastic	x	
Flexible	x	
Goal-orientated	x	