

## Museum Manager

Proportion - Highams Park, London, E4 9JG

### Summary

Role Number: PL1908

Weekly Hours: 37.5

Salary: Up to 35K

Contract type: Permanent

APPLY

Proportion London is a global visual merchandising services company, designing and manufacturing high-quality, innovative display solutions for leading high-end and high street brands.

At Proportion, new ideas have a way of becoming extraordinary products very quickly. Bring passion and dedication to your role and there's no telling what you could accomplish.

We believe the people here at Proportion don't just build products—they create the kind of wonder that's revolutionized the visual merchandising industry. It's the diversity of those people and their ideas that encourages the innovation that runs through everything we create.

Do you enjoy being challenged? Apply to be the 'museum and exhibition guru' within Proportion.

### Responsibilities

Existing clients:

- Work with clients to develop briefs and solutions for new projects, project manage all museum orders to ensure key dates are met, liaise with all key personnel and ensure projects run smoothly and to budget
- Ensure all museum projects are costed accurately and achieve correct profit margins
- Develop ever-closer relationships with clients to ensure Proportion is the 'go-to' for all projects
- Use clients as a source of inspiration/technical input and NPD ideas for mutual advantage
- Brief and manage external suppliers e.g. make-up artist if needed
- Maintain regular contact with clients, working closely with marketing to ensure Proportion is continually positioned correctly in the minds of clients, and is front of mind for new projects

Prospective clients:

- Identify, target and appropriately approach prospective clients
- Proactively seek out and acquire new business through direct approaches, tendering processes etc.
- Keep abreast of new museum and other institution openings, exhibitions etc. and target these as appropriate
- Conceive and develop new, related exhibition concepts to sell to potential clients e.g. designer career celebrations

New product development:

- Using observations from the market, client insight, customer requests and creativity, develop a portfolio of museum specific NPD, with an associated launch calendar
- Work with develop and production teams to deliver creative, commercially viable product
- Work with marketing to launch the above effectively and successfully

Museum retail:

- Identify and approach target retail within museums and galleries with appropriate material
- Develop the database for regular communications with these targets
- Work with marketing to ensure continuous on-brand communications
- Work with creative/product development to develop new specific product if appropriate

### **Experience**

Desired: Experience working in a similar industry

### **Equal Opportunities**

At Proportion, we don't just accept difference—we celebrate it, we support it, and we thrive on it for the benefit of our employees, our products and our community. Proportion is proud to be an equal opportunity workplace, committed to equal employment opportunity.

### **Application Process**

If this job role sounds right for you, please submit your CV via the 'Apply' button above, or email your CV to our HR Manager at: [melissa.cawston@proportion.london](mailto:melissa.cawston@proportion.london)