

Post: Senior Interpretation Designer

Grade: 9

Directorate: Wetland Experience and Creation

Location: Slimbridge

Reporting to: Interpretation Manager

Main function of post:

To be part of a team responsible for the delivery of design development of capital development projects for the Peter Scott Living Legacy project in line with requirements for delivery of a Round Two Heritage Lottery Fund application.

Supervisory responsibilities: Consultants, volunteers

Hours worked: 37.5 hours per week.

Working pattern: Monday to Friday

The post is a fixed term 12 month contract with potential for extension depending on future funding support for the project and performance in the role.

Main duties of the post

1. Consider detailed concepts and methods of engaging interpretation through use of different media for each element of the Peter Scott legacy trail including heritage and animal exhibits
2. Deliver interpretive fit-out plans (equivalent to RIBA stage 3) for the conservation, restoration and protection and new accessibility of heritage structures forming part of the project, including the Scott House/garden and cottage, the duck decoy, the goose house and a pill box.
3. Deliver interpretive fit-out plans (equivalent to RIBA stage 3) for all other projects forming part of the Peter Scott Trail and Scott Wildlife Trail.
4. With consultants, support development for the cost plan by providing cost estimates (to within a 5% contingency) for the interpretive fit out of projects to the project manager
5. Support research around key content for Peter Scott messaging in heritage areas and presentation of archive materials, artifacts and footage.
6. Procure and manage consultants on the fit out of highly interactive spaces, including the Scott Cottage, people and wildfowl exhibit, tundra and other exhibits including living wetland theatre (theatre section).

7. Support the Project Manager by provision of detailed programming for implementation of interpretative fit-out taking into account requirements of the operational centre, business plans and specific seasonal factors
8. Ensure effective consultation with the HQ interpretation team and other sub-groups, particularly activities involving research and evaluation of direct relevance to interpretative design development and message.
9. Liaise closely at all stages with the Capital Developments Officer, interpretation team, Engagement Officer, architectural, access and digital consultants, the visitor experience team and visitor centre staff in relation to requirements for interpretative fit-out and ensure complete co-ordination with landscape, structure and building design.
10. Help to liaise with museums and private collectors to secure artifacts for public display.
11. To support the Project Manager in development of Health and Safety Plans and considerations of the requirements of the CDM Regulations (2015)

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: October 2015

Amended:



Person Specification

1. Qualifications

Essential:

- Educated to degree level or equivalent professional qualification

Desirable:

- Further qualification in interpretative planning and/or interpretative design

2. Experience

Essential:

- Significant experience of interpretative design and planning
- Experience in project management
- Experience of working to tight deadlines and juggling priorities
- Experience of developing Health and Safety plans to the required regulations
- Experienced in designing and producing appropriate graphics and visualisations to a high standard
- Experience in 3D and spacial design
- Competent in managing budgets for projects
- Proven competence in use of design software Adobe Indesign, Illustrator, Photoshop, and Microsoft Excel and Word on a mac computer.

Desirable:

- Experienced in using 3D CAD software like Vectorworks or Sketch up.

3. Managerial & Supervisory

Essential:

- Ability to motivate team members with diverse skills and experience
- Proven ability to manage people, information and resources efficiently
- Proven ability to assist in fund-raising

Type of staff	Number managed	Number supervised
Employed Staff	0	0
Volunteers / Casual Workers	5	5
Contractors	15	15

4. Responsibility

Essential:

- Able to organise themselves and their work well in order to meet deadlines
- Able to control expenditure in line with a budget allocation
- Responsible for the delivery of interpretation of fit-out plans for all the sub-project group work
- Excellent team player and leader

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£50,000
Cash Handling	£0
Assets (required for job, exc. buildings)	£5,000
Visitors (per annum)	N/A

5. Creative Ability

Essential:

- Very creative and the ability to apply a high level of original thought and approach
- Good eye for detail, quality, accuracy, design & simplicity
- Able to maintain a good sense for what are realistic limits (of resources, practicability, etc.).
- Highly adaptable and able to think outside the 'pond'
- Able to analyse issues and stances, balance points of view and, in the end, make and stand by decisions

Desirable

- Interpretative writing skills

6. Contact

Essential:

- Ability to communicate at all levels within the organisation
- Excellent communication and media skills – verbally, visually and in writing

General Notes

This position will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post.

Whilst this post is based at WWT Slimbridge, some travel may be necessary therefore a current driving licence is essential as is willingness to travel to other WWT Wetland Centres.