

How to Organise an Exhibition

Monday 9th – Wednesday 11th December

Seminar Room 2, Sackler Centre



PROGRAMME

Monday 9th December

DAY ONE: Developing the Concept of an Exhibition

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| 10.30- 10.45 | Welcome and Registration
Please be prepared to introduce yourself, your institution and your aims for the course. |
| 10.45 – 11.45 | Introduction to the Exhibition Programme at the V&A & Exhibition proposal and feasibility
This session will provide an overview of the V&A'S South Kensington exhibition programme. We will look at how the V&A brand values are reflected in the public programme and understanding the importance of knowing your audience.
<i>Rebecca Lim, Head of South Kensington Exhibitions, Exhibitions & Loans</i> |
| 11.45 – 12.15 | Touring Exhibition Programmes
Cathy Putz Head of Touring Exhibitions present on the V&A's touring programme and the benefits of touring and its commercial viability.
<i>Cathy Putz, Head of Touring Exhibitions</i> |
| 12.15 - 13.15 | Lunch |
| 13.15 – 14.00 | Curator's perspective: How you present and sell your idea to your own institution
Curator Jenny Lister will discuss the V&A's temporary exhibition, <i>Mary Quant</i> and explore the importance of developing a narrative and early object list and how to communicate/sell the exhibition proposal to your own museum.
<i>Jenny Lister, Curator (Mary Quant)</i> |
| 14.00– 14.45 | Temporary displays
This session will look at how to develop temporary displays within galleries, using historic spaces and museum objects, and explore ways to make the biggest impact on a smaller budget.
<i>Simon Sladen, Senior Curator of Modern and Contemporary Performance</i> |
| 14.45 – 16.00 | Interpretation for Exhibitions
This session will address importance of determining the target audience at an early stage of the exhibition planning process, and the ways in |

which it affects decisions around object list and the interpretation of the exhibition.

Bryony Shepherd, Head of Interpretation

16.00

Visit to *Mary Quant* exhibition

Tuesday 10 December

DAY TWO: Making it happen: Key considerations

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| 10.30- 10.45 | Reflections
Participants will have the opportunity to discuss what was covered the day before |
| 10.45 – 11.45 | Making it Happen on Time and on Budget
This session aims to highlight the importance of forward planning and will provide an overview of the key considerations when planning an exhibition, including lender liaison, relationship and stakeholder management, conservation and display requirements for objects, and exhibition budgets.
<i>Tessa Pierce, Exhibitions Manager</i> |
| 11.45 – 12.45 | Managing the design process
In this session architect and lead consultant of <i>Cars</i> will talk through the design process and the different stages involved in putting on the exhibition, from having a clear design brief through to being able to adapt to change.
<i>Hikaru Nissanke/ Emily Priest, Architect and Lead Consultant, OMMX</i> |
| 12.45 – 14.00 | Lunch |
| 14.00 – 15.00 | Case Study: Build and Object Installation for <i>Cars</i>
Exhibitions Manager of the current V&A <i>Cars</i> exhibition, Catherine Sargent will focus on the object installation and set works build of the exhibition including scheduling, contractors on site, AV commissioning and installation.
<i>Catherine Sargent, Exhibitions Manager</i> |
| 15.00– 16.00 | Task: Object Demands
We will ask participants to consider various objects and discuss their potential requirements and budget impacts based on factors such as security, object size, conservation and environmental parameters, transport, mounts and display, and access.
<i>Catherine Sargent, Exhibition Manager</i> |
| 16.00 | Visit to <i>Cars</i> exhibition |

Wednesday 11 December

DAY THREE: What happens after the Exhibition is open?

- 10:30-11.15 **Securing sponsorship and managing relationships**
Joanna Hanna-Grindall, shares her experiences of fundraising, through building award winning corporate relationships and how they manage those relationships.
Joanna Hanna-Grindall, Senior Corporate Partnerships Manager
- 11.15 –12.00 **Curator’s perspective: What’s my role once the exhibition has opened?**
This session will look at the importance of planning exhibitions which have longevity through relationships and partnerships, using recent examples of V&A exhibitions including *Food* and *Disobedient Objects*.
Catherine Flood, Curator
- 12:00-13:00 **Managing Expectations: The Visitor Experience**
From booking a ticket for an exhibition online to coming to the museum and experiencing the show, visitor experience is key to a successful visit to an exhibition. The Senior Visitor Experience Manager will talk through the key processes of achieving a good visitor experience.
Lois Honeywill, Deputy Head of Visitor Experience
- 13.00 – 13.45 **Lunch**
- 13:45-15.30 **Accompanying Events and Programmes workshop**
Learning will talk about programming for Exhibitions and thinking of events that can be linked for varying audiences. Delegates will have a chance to develop their own event programme and receive feedback.
Leanne Manfredi, Team Leader – Schools & Families
- 15.30-15.45 Refreshments
- 15.45-16.30 **Exit through the Gift Shop: Commercial Enterprise**
This session will look at how the shop develops and chooses a range that will accompany the exhibition.
Sarah Sevier, Head of Retail
- 16.30-17.00 **Final discussion and close**