

# Job Description



مكتبة قطر الوطنية  
QATAR NATIONAL LIBRARY  
عضو في مؤسسة قطر  
Member of Qatar Foundation

## 1. Job Details:

<b>Job Title:</b>	Special Collections and Exhibitions Coordinator	<b>Reports to:</b>	Head of Collections
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## 2. Job Purpose:

To contribute to, create, manage and help curate exhibitions, showcasing heritage items and related items from the Special Collections and Archives.

## 3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

<b>Annual Operating Budget/Project Budget/Sales Revenue:</b>	n/a				
<b>Number of Staff Supervised:</b>	0	<b>Direct Reports:</b>	0	<b>Contractor/Others:</b>	0

## 4. Key Result Areas:

### KEY RESULT AREAS

- Evaluate existing exhibition collection materials to identify areas of strength and weakness in order to make a plan to improve the collections
- Help select relevant items for new acquisitions and perform acquisition verifications
- Select items for thematic exhibitions
- Research collections to identify the historical significance and relatedness of exhibition items to ensure the integrity of exhibition themes
- Design tours and create information content for permanent and temporary exhibitions
- Create display labels and short descriptions, in English, according to international standards, for identified exhibition items
- Provide descriptions of selected items for QNL contributions to the World Digital Library and recommend items for digitization
- Keep abreast of developments, trends and issues in all areas of responsibility
- Other tasks as assigned

## 5. Operating Environment, Framework & Boundaries:

Work hours, days and locations will vary according to QNL requirements. Regularly scheduled evening and weekend work may be required.

## 6. Communications and Working Relationships:

- Head of Collections – regular contact to provide updates on work progress, and to receive assignments and guidance
- Partnership team – frequent contact to contribute items to the World Digital Library or web portal
- Collections team – frequent contact for project collaboration and collection building
- Academics, researchers, students and the general public – contact as needed to meet user needs
- Internal and external staff, vendors, etc. – collaboration as needed for exhibition preparation and management

## 7. Problem Solving & Complexity:

- Evaluates different options when solving problems
- Refrains from jumping to conclusions in the absence of clear evidence, takes time to collect facts before developing a solution

## Special Collections and Exhibitions Coordinator

- Considers the medium term as well as immediate short-term impact of outcomes and actions
- Demonstrates an awareness of the impact of preferred solution on other projects/ related problems

### **8. Decision-Making Authority & Responsibility:**

- Accepts responsibility / accountability for own decisions and explains the rationale
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment
- Remains calm and resourceful when making difficult decisions, basing them on facts
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight

### **9. Minimum Knowledge, Skills & Experience:**

- Bachelor's degree in relevant discipline such as history, Middle East or Gulf Studies, or Museum Studies; Master's preferred
- 2-5 years of full-time work experience in exhibitions, including the creation or management of exhibitions and related work
- Good interpersonal, communication and presentation skills in both oral and written English
- Proficient writing skills – ability to draft / edit a variety of written reports and communications and articulate ideas clearly and concisely; proficiency in Arabic a plus