

Job Title Interpretation Manager - Design
Department Interpretation and Design
Division Learning & Engagement

Job Description

Main Duties

- Working closely with the Interpretation and Design lead, support the creative development of briefs for range of contract deliverables including: interpretive content and/or design for panels, exhibitions, events, interactive displays, printed leaflets, signage, marketing and communication materials and other related design-based media.
- Support the objectives of RBGE's Interpretation and Design Framework, and specifically coordinate and organize an update to the Framework's chapter on design standards focusing on the outcomes of several design projects in progress that together demonstrate the Garden's interpretative design vocabulary.
- Develop interpretive content and/or interpretive design layouts as required for engagement with audiences that demonstrate sensitivity and understanding of the content and the context for which they are intended.
- Take responsibility for managing assigned project workflow through the content development and design process, balancing inhouse design work with managing contract work with designers, illustrators or interpreters as appropriate.
- Engage in procurement process, draft briefs, define work and manage specific contract scopes of work.
- Manage design stage feedback cycle, including balancing competing priorities, vetting design draft and proofing stages, while supporting best practice in interpretive design without compromising quality and accuracy of solutions.
- Work as part of, and sometimes lead, project teams for assigned projects working within the I&D Framework process while being responsible for the management of both design and interpretive content.
- Work closely with other members of the Interpretation and Design team and support the work of colleagues in the wider Engagement team.
- Take responsibility for assigned budgets relevant to Interpretation & Design work to meet appropriate procurement and financial standards.
- Engage team with the design process, both in-house and externally, to advance workflow, to build capacity where necessary and support changing priorities.
- Undertake other duties which may be reasonably requested by the Interpretation and Design Lead that are compatible with the overall scope of the role.
- Represent Learning and Engagement directorate in other areas of RBGE business as appropriate and agreed.

Person Specification

Skills/Aptitude	Essential	Desirable
Qualified or experienced in audience focused interpretive content development or interpretive design	*	
2D interpretive design or design management skills	*	
3D interpretive design or design management skills		*
Proficient user of Adobe Creative Cloud suite including InDesign, Illustrator, and Photo editing software	*	
Experience with Adobe Creative Cloud software operating on a PC platform		*
Proficient user of Microsoft Teams, Word, Excel and ability to adapt and adopt to organisational systems	*	
Team working and interpersonal communication skills	*	

Knowledge	Essential	Desirable
Knowledge and understanding of best practice in interpretation with experience in developing and delivering creative, affordable and maintainable solutions	*	
Knowledge of best practice in relation to inclusive and accessible design	*	
Knowledge of materials and environmental impact in relation to exhibition/display build	*	
Scientific awareness with some knowledge of horticulture, botany and biological sciences		*
Knowledge of audience development and experience of audience evaluation and content testing		*

Professional Qualifications	Essential	Desirable
Degree level qualification or equivalent experience in design and interpretation	*	

