

Exhibition Operations Manager

Mega Mega: Romford's Suburban Sound Revolution
October 2026



HAVERING LONDON

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Job Description

Role: Exhibition Operations Manager, MEGA MEGA: Romford's Suburban Sound Revolution

Contract: Fixed term, temporary employment contract

Period: October 2026 – December 2026. Exhibition dates: 29 October– 20 December 2026

Pay: £544 gross per week. This is a salaried role.

Hours: 34 guaranteed hours per week for the eight-week public exhibition period. This includes public opening hours and 30 minutes before and after opening each day. Any additional hours, for example for special events, must be authorised in advance and will be paid at £16 per hour. We are happy to consider job share applications.

Location: Atik, Romford

Overview

About the role

MEGA MEGA is an immersive exhibition and events programme celebrating Romford's electronic music and club culture from 1989–1999.

Taking place in Atik, a former nightclub in Romford, the exhibition will bring together photography, archive material, film, sound, oral histories and newly commissioned artworks, alongside talks, workshops, DJs and late-night events.

We're looking for a practical, organised and reliable Exhibition Operations Manager to take responsibility for the day-to-day running of the exhibition during its eight-week public opening.

This is a hands-on role for someone who enjoys making things work: opening the venue, making sure the exhibition is ready for visitors, welcoming and overseeing the public, coordinating a small team of staff and volunteers, dealing with problems as they arise and safely closing and securing the building at the end of the day.

About Havering London

Havering London is a new cultural placemaking organisation, coordinating a public, private, and voluntary sector partnership of strategic organisations and community representatives.

MEGA MEGA is part of 'A Good Life', Havering's new 3-year legacy driven cultural strategy (2025–2028) – a transformational approach to the long term wellbeing of Havering's residents. Through empowering communities, nurturing social connectivity, addressing inequality, and building a sustainable creative ecology, we're creating culture for everyone.

Hours

The exhibition will be open from Thursday to Sunday for eight weeks, providing 32 public opening days in total.

Typical public opening hours will be:

- Thursday, Friday and Saturday: 12 midday–8pm
- Sunday 12 midday–6pm

The normal working hours will be:

- Thursday, Friday and Saturday: 11.30am –8.30pm
- Sunday 11.30am – 6.30pm

These hours include 30 minutes before opening and 30 minutes after closing for venue checks, staff briefing, opening and closing procedures and securing the building.

The working pattern includes a paid rest break during each shift.

Front-of-house cover will be arranged so that the **Exhibition Operations Manager** can take an uninterrupted break without leaving the venue operationally unsupported.

Duties and Responsibilities

You'll be the main operational person on site while the exhibition is open.

Responsibilities will include:

- Opening and closing the exhibition and securing the venue.
- Carrying out daily venue and exhibition checks.
- Making sure the exhibition is ready to receive visitors each day.
- Welcoming and overseeing the public, stewarding
- Coordinating front-of-house staff and volunteers and managing the rota.
- Briefing staff and allocating breaks and responsibilities.
- Being the first point of contact for day-to-day operational issues.
- Keeping an eye on visitor numbers, flow, safety and the overall visitor experience.
- Responding calmly to incidents, complaints and unexpected situations.
- Carrying out basic checks of screens, projectors, sound, lighting, headphones and other exhibition equipment and reporting technical faults.
- Monitoring exhibition displays and reporting any damage or maintenance issues.
- Supporting ticketing, admissions and merchandise processes.
- Overseeing the practical running of any additional late-night events.
- Liaising with DJs, performers, artists, technicians and other contributors when required.
- Following agreed health and safety, emergency and evacuation procedures.
- Maintaining a simple daily record of incidents, faults and operational issues.
- Any Other Duties
 - Undertake training as required for the role.
 - Undertake any other duties as required. Specialist technical repairs, curatorial decisions and overall financial management are **not** part of this role.

Who we're looking for

You might have experience in an exhibition, gallery, museum, music venue, festival, theatre, event space, nightclub or other busy public-facing environment.

You'll need to be:

- Extremely reliable and comfortable taking responsibility for a small venue, with the confidence to take ownership of venue operations and ensure the space runs safely and smoothly
- Organised, practical and good at solving problems with a proactive approach to getting things done
- Confident supervising staff and volunteers.
- Friendly and approachable, with good communication skills and confidence in dealing with members of the public.
- Calm when things go wrong or plans change.
- Comfortable with basic AV and technical equipment.
- Aware of and committed to following health and safety, safeguarding and emergency procedures
- Happy working independently, using initiative and making sensible operational decisions.
- Available for regular evening and weekend work, including Friday and Saturday evenings

Experience of exhibitions, music, nightlife or live events would be particularly welcome. First Aid training and experience of ticketing, retail, accessibility or volunteer management would be useful but are not essential, as is a connection to Havering or East London.

The role will work closely with Havering London, the exhibition team, front-of-house staff and volunteers to ensure **MEGA MEGA** is welcoming, safe and runs smoothly throughout its public opening.

Contract and Pay

This is a fixed-term employed position.

The role guarantees 34 hours of work per week during the eight-week public exhibition period. Gross pay will be £544 per week, equivalent to £16 per hour.

Any additional hours must be authorised in advance and will be paid at £16 per hour.

Additional agreed hours may be available during installation and handover before the exhibition opens and during de-installation in late December.

How to Apply

Please send your CV highlighting your relevant experience and a supporting statement (no more than 2 sides of A4), via email with subject line: **Exhibition Operations Manager** to info@haveringlondon.com.

For an informal conversation about the position, please email Charlotte Handel, General Manager at info@haveringlondon.com

Closing date

Deadline: 10am Monday 12 October, with online interviews to be held on Tuesday 13 October.