

# EXHIBITIONS TECHNICIAN (THE BOX)



## Role Profile

<b>Title</b>	Exhibitions Technician (The Box)	
<b>Grade</b>	GRADE E	
<b>Reference:</b>	N615	
<b>Reports to:</b>	Operations Manager	
<b>Work style Definition</b>	Office based hot-desk/touch down worker	
<b>Job Type:</b>	Semi Professional	
<b>Primary purpose of role</b>	<p>To provide technical support for the successful realisation of The Box's programme for the permanent gallery displays and temporary exhibitions programme, art installations and for events and activities held at The Box and Historic Properties.</p> <p>To act as technical liaison with artists and curators, offering knowledge of site, technical expertise and good communication skills</p> <p>To support the preparation, movement and installation of specific artworks and objects across The Box site, applying sound judgement and providing detailed advice and guidance as required</p> <p>To provide specialist AV and technical support across The Box programmes and operations.</p>	
<b>Key accountabilities and key measures</b>	<b>Role outcomes</b> <ul style="list-style-type: none"> <li>▪ Technical support for installation and decommissioning of temporary exhibitions, in liaison with the Exhibitions and Display Officer, Buildings/Facilities Officer, Conservator and Curators (65%)</li> <li>▪ Technical support for events, talks performances and venue hires (15%)</li> <li>▪ Technical support for galleries open to the public (10%)</li> <li>▪ Management and/or support of onsite contractors for exhibitions and events (10%)</li> </ul>	<b>Role measures</b> <ul style="list-style-type: none"> <li>▪ Customer satisfaction</li> <li>▪ Visitor numbers</li> <li>▪ Income generation</li> <li>▪ Within budget</li> <li>▪ Staff satisfaction</li> <li>▪ Staff appraisal</li> </ul>
<b>Key activities</b>	<ul style="list-style-type: none"> <li>▪ To work with members of the Arts, Collections and Operations Teams to design, manage and implement the installation of artworks, exhibitions and off-site projects. To liaise directly and confidently with exhibiting artists, including established international artists across a range of mediums as well as with external curators and other external specialists in order to support</li> </ul>	

	<p>installations. (25%)</p> <ul style="list-style-type: none"> <li>▪ To proactively contribute to exhibition and project planning, exploring technical requirements and reporting on progress, producing detailed and accurate plans, including plans in SketchUp (if appropriate), for the safe and secure installation of each element of the exhibition, reviewing procedures and processes, ensuring they are fit for purpose, making recommendations for improvements and implementing agreed changes. To provide advice and guidance and to take a lead where appropriate based on specialist knowledge of exhibition installation, designing and constructing of exhibition build and of specialist installations (20%)</li> <li>▪ Technical support for events, talks, performances and venue hire (15%)</li> <li>▪ Technical support for galleries open to the public (10%)</li> <li>▪ Where appropriate, to provide support with mounting, framing, and to oversee or undertake small joinery jobs such as plinth production. To operate machinery and tools for small scale joinery. (10%)</li> <li>▪ To lead and manage onsite contractors for exhibitions and events (10%)</li> <li>▪ In consultation with the Exhibitions Displays Officer and Curators, to assist with the organisation and planning of exhibition transportation by working closely with Fine Art Transporters. To ensure that specific objects and artworks are packed correctly and safely for transportation and storage (to Museum standards). To ensure the safe loading / unloading of works from transportation vehicles (5%)</li> <li>▪ To ensure that Health and Safety requirements are adhered to throughout exhibition installation periods and for the duration of exhibitions. To ensure Front of House staff are briefed in how to run technical elements of exhibition set ups and maintain public H&amp;S at all times. To ensure that all staff involved in technical work for installations are fully briefed regarding H&amp;S matters. To ensure adequate supplies of specialist PPE equipment are available at all times. To carry out risk assessments and other duties related to H&amp;S as required. (5%)</li> <li>▪ Carry out other duties appropriate to the grade of the post and that support The Box's overall objectives, including being the duty manager as part of a rotating team</li> </ul>
<b>Essential qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Degree in art/design-based subject or its equivalent</li> <li>▪ Technical Qualification in construction, lighting, audio and/or IT</li> <li>▪ GCSE level 9-4 (or equivalent) in English and Maths</li> <li>▪ Demonstrable knowledge of Health &amp; Safety at Work</li> <li>▪ Understanding of environment control and monitoring and understanding of basic conservation mounting requirements</li> </ul>
<b>Desirable qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Interest in arts, heritage and knowledge of UK galleries, contemporary art and artists (national and international)</li> <li>▪ Understanding of the issues around cultural diversity in the creative industries</li> <li>▪ Full driving licence</li> </ul>

<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ Previous experience working in all aspects of art exhibition installation is essential, from planning and implementation, to working within a contemporary art context with artists and curators. Knowledge and experience of fine art handling and transportation, audio-visual equipment, carpentry, power tools, heavy lifting and current Health &amp; Safety standards are vital, as well as organisational and administrative skills. Experience of working with external contractors</li> <li>▪ Demonstrable experience of working with and handling specialist collections/artworks</li> <li>▪ Demonstrable experience of ensuring the safekeeping and security of a range of resources</li> <li>▪ Technical experience in audio-visual, lighting and IT installations</li> <li>▪ Experience of undertaking risk assessments and managing budgets</li> <li>▪ Experience of working in SketchUp (or similar)</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with arts organisations, museums, community groups and artists</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>▪ Art/object handling skills to correct standards. Experience of installing a variety of types of artwork including artist film etc. Also fabrication skills and AV skills. Also an interest in art and knowledge of UK galleries, contemporary art and artists (national and international)</li> <li>▪ Excellent and adaptable communicator, confident in engaging with people at all levels including specialists in their own field.</li> <li>▪ High degree of dexterity and coordination required when handling items in the collections, which may be fragile, unique or highly valuable, and when using equipment and tools associated with moving and displaying them as well as packing or unpacking them.</li> <li>▪ Driving skills to assist with collection and delivery of museum collections and exhibitions.</li> <li>▪ Keyboard skills required for report writing, risk assessments, sending and receiving emails.</li> <li>▪ Interpersonal skills and communication skills required to liaise with staff, contractors and to develop effective working relationships both internally and externally.</li> <li>▪ Planning skills required to manage timetable to contribute to forthcoming exhibition programme, ranging from a 24 hour turnaround to up to a year</li> <li>▪ Physical capabilities for lifting and moving objects. Occasional need to lift and carry delicate or heavy objects and use of the scissor lift.</li> <li>▪ Manual dexterity and demonstrable practical skills including, mount making, basic carpentry, label making, audio-visual, lighting and IT</li> <li>▪ Ability to work confidently and accurately under pressure</li> <li>▪ Team player, able to work flexibly and positively with others</li> <li>▪ A can-do attitude, with the ability to find solutions to problems</li> <li>▪ Ability to promote positively The Box's vision, values, aims and objectives.</li> </ul>

**Corporate standards**

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.