

# Turner Contemporary

## Job Description

<b>Job Title:</b>	Programme Technician
<b>Responsible to:</b>	Exhibitions Manager
<b>Location:</b>	Turner Contemporary, Margate, Kent
<b>Salary:</b>	£25K per annum
<b>Annual Leave:</b>	25 days plus Bank Holidays (total 33 days)

Full time: 37.5 hours per week, including some evening and weekend working

## Introduction

At Turner Contemporary, we believe in the power of art to transform people and places, doing things differently to achieve our vision, *“Art and creativity are at the heart of a vibrant, healthy and equal society.”*

Since opening in 2011, Turner Contemporary has become one of the most successful galleries in the UK. We’ve achieved more than three million visits and the gallery has been a catalyst for the regeneration of Margate. Our programme of world-class events, exhibitions of historical and contemporary art and our innovative learning programme have fast earned the gallery an international reputation. With free admission, great art is accessible for all.

We are committed to challenging traditional practice to make ourselves more accessible; repositioning art as more relevant to society. Our distinctive, audience-focused approach is integral to our success and inspires interest from our peers, nationally and internationally.

Turner Contemporary is a charity governed by a Board of Trustees, chaired by Clive Stevens. The organisation receives revenue funding from Arts Council England and Kent County Council and the whole team works creatively to raise additional income.

We have three values that are embedded across all areas of our work. We are looking for people who adopt and exhibit these values in everything that they do. The values are:

- **Enterprising** – we create value for ourselves, our community and our partners by being responsive to new opportunities; we encourage collaboration, creativity and initiative from our people

- **Welcoming** – we are friendly and warm, while maintaining professionalism of practice and behaviour; human empathy is key to how we think, internally and externally
- **Questioning** – our philosophy is one of investigation; being astute to audiences' needs, unlocking understanding, provoking debate and asking tough questions – especially of ourselves

### **Purpose of Job/Key objectives**

To plan and deliver the display and installation of the programme, including exhibitions, commissions, off-site projects and other public programmes and events at Turner Contemporary

To give technical support and advice to the Programme team to ensure the technical delivery of the programme to the highest standards, also working with colleagues, artists and external curators

To contract and supervise a team of freelance technicians and other external contractors as required

To work with the Estates, Facilities and IT Manager to ensure that the gallery's environmental systems are maintained and monitored and that key elements of the fabric of the building are maintained

The Programme Technician will liaise and communicate with a wide range of internal and external staff including curators, artists, art handlers, registrars and collectors.

### **Principal Duties/Tasks and responsibilities**

#### **Exhibition & Programme Planning**

To plan and deliver the display and installation of exhibitions and commissions (including off-site, Ground Floor and Clore Learning Studio projects), public programmes and other events, within agreed timeframes and set budgets.

To work with the Exhibitions Manager to organise and co-ordinate transport of artworks in and out, including arrangements for shipping, delivery, storage, packing and unpacking, crating and collection.

To devise and implement installation schedules and ensure that appropriate resources are in place to deliver them on time and within budget.

To book contractors and Exhibition Technical Assistants for installation periods.

To organise framing, crating, construction, plinth building and AV requirements for all exhibitions and to commission and supervise external contractors on the above where required.

Work with Head of Exhibitions and Exhibitions Manager to ensure GIS compliance and best practice

To monitor expenditure budgets in relation to transport, installation and other technical costs, and to source competitive quotes for the purchase and hire of the above, including specialist equipment required for exhibitions and projects.

To carry out risk assessments for exhibition installations.

Ensure correct Health and Safety procedures are in place for the display of artworks and their installation, including supervision of contractors.

Problem shoot any technical difficulties including AV and assisting when required with the setup of public programme events and venue hires.

Work with the Head of Exhibitions and Exhibitions Manager to ensure GIS compliance and best practice.

### **Maintenance of Exhibitions, Galleries and other areas of the building**

Be responsible for maintaining the condition of works of art and the galleries and ensuring that all AV/technical installations and equipment are in proper working order at all times when the galleries are open to the public and for events

Monitoring and maintenance of environmental systems, including regular checks of the Building Management and Gallery Lighting systems.

To liaise with the Estates, Facilities and IT Manager on the general maintenance of other systems in the building including Air Handling Units; Humidifiers; Chillers; Ground Source Heat Pump; Extractor fans; AC fans; Water circulation pumps, liaising with contractors and organising regular checks.

To ensure that the Art Store and Workshop are well organised and maintained to a high standard, with contents clearly logged and labelled and to supervise stocks of supplies and equipment for the Workshop and installation purposes (paint, packing materials, tools etc); replenishing when necessary and organising the service of equipment as required

Assist the Operations Manager, Security Officers and external security advisors to review the security of the galleries on a regular basis.

Keep detailed plans of gallery layouts.

In consultation with the Operations Manager, assist with the training of Visitor Services Assistants (VSA's), ETA's and other staff as required.

## Staff Supervision and Training

Rota, contract and supervise a team of freelance specialists

In consultation with the Visitor Experience Team, assist with the training of VSA's and other staff

Implement appropriate briefing and induction programme for technicians and other freelance staff.

Develop art handling, monitoring and emergency procedures.

## General

To attend regular Project Team, Exhibitions Team and Operational meetings.

To attend meetings with artists, curators and external partners, both on and off site as required.

To undertake any other duties as may be reasonable required by the Director, Head of Exhibitions and Exhibitions Manager.

A certain level of flexibility regarding availability outside normal working hours is required to attend events and to ensure deadlines are met.

To carry out duties in accordance with Turner Contemporary's Equal Opportunities, Access, Employment, Health and Safety and Inclusion Policies.

**NB this job description is provided to assist the post holder to know their principal duties. It may be amended however from time to time in consultation with you, by or on behalf of the Director of Turner Contemporary without change to the level of responsibility appropriate to the grading of the post.**

## Person specification

Essential	Desirable
<ul style="list-style-type: none"><li>• Experience of working within a gallery or museum</li><li>• Clean driving licence</li><li>• Excellent organisational and communication skills</li><li>• Flexible and reliable, with an ability to adapt and multi-task</li></ul>	<ul style="list-style-type: none"><li>• Well-developed computer skills</li><li>• Museum standard training in art handling</li><li>• PAT testing qualified</li><li>• Qualified first-aider</li><li>• Experience of using Google Sketch-Up</li></ul>

<ul style="list-style-type: none"><li>• Experience of managing and monitoring projects, schedules and budgets</li><li>• Experience of packing and unpacking art works</li><li>• Experience of art transport</li><li>• Knowledge of H&amp;S</li><li>• Practical skills e.g. joinery, art handling, photography</li><li>• Ability to work as part of team</li><li>• Broad knowledge of Audio-Visual equipment, new media and technology</li><li>• Interest in the visual arts and understanding of the aims and objectives of Turner Contemporary in the wider regeneration of East Kent</li><li>• Practical and resourceful</li><li>• Able to lift and carry heavy weights</li><li>• Attention to detail and ability to work in a pressurised environment to tight deadlines</li></ul>	
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