

JOB PROFILE

Post No.	30506
Post Title:	Technician
Unit/Team:	Arts Heritage and Visitor Services
Grade:	Grade C
Service:	Leisure & Wellbeing
Reports to:	Senior Exhibitions and Programming Officer
Issue Date:	November 2021

PURPOSE OF THE JOB

To work alongside the Senior Exhibitions and Programming Officer (SEPO) to prepare for and to co-ordinate the installation of temporary exhibitions and displays at Rugby Art Gallery and Museum and occasionally at other venues.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1. To carry out all aspects of art handling relating to all temporary exhibitions and displays at Rugby Art Gallery and Museum including transportation, packing and unpacking and installation of a comprehensive range of Art and Social History objects.
2. To be adaptable and flexible, with the ability to problem solve in a fast-paced environment.
 - 2.1. To assist with exhibitions planning and internal and external art/object loans.
- 1.2. To work with the SEPO to organise and co-ordinate staff during changeovers to ensure all exhibitions are installed to a very high standard and within agreed timescales.
- 1.3. To work with the Senior Collections Officer to install or update displays within the Museum.
- 1.4. To act as a Relief Building Supervisor from time to time (locking and unlocking the building, dealing with contractors).
- 1.5. To prepare artworks/objects for display (mounting and framing, preparing hanging fixtures, condition reporting etc.)
- 1.6. To produce display furniture such as building plinths for exhibits, installing shelves, walls, building display cabinets and constructing activity areas in liaison with the Education team.

- 1.7. To maintain the high level of decoration and finishes within Rugby Art Gallery and Museum and dealing with related issues around the building.
- 1.8. To ensure that the technician's workshop and AV cupboard is safe, tidy and fully stocked. Keeping the materials and equipment inventory up to date.
- 1.9. To work with the Senior Collections Officer and Senior Exhibitions and Programming Officer to monitor the care and conservation of the collections and assist with the delivery of the conservation plan and art store audits.
- 1.10. To participate in training of all staff involved in technical matters.
- 1.11. To be a member of the Rugby Art Gallery and Museum Emergency Response Team and work with colleagues in the event of an emergency.
- 1.12. To ensure compliance with Health and Safety matters in relation to exhibition and display installation, and use of technician tools and machinery.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 To occasionally assist with installing exhibitions in other venues within the Borough.
- 2.2 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

Occasional supervision during exhibition changeover of staff, volunteers and work experience placements.

4. FINANCIAL RESPONSIBILITIES

None

5. RESPONSIBILITY FOR ASSETS AND DATA

Responsible for change over equipment and carpentry machinery and all changeover and RAGM exhibition supplies.

6. EXTENT OF PUBLIC CONTACT

All members of the Art Gallery and Museum team.
External contractors such as art couriers, suppliers and artists. Occasional contact with the general public.

7. WORKING CONDITIONS AND ENVIRONMENT

Must be able to work two full days per week, with the flexibility to work up to two full weeks during exhibition changeover – additional hours to be taken following changeover as lieu time.

Based primarily at Rugby Art Gallery and Museum, occasionally working at other venues.

Required to work evenings and weekends as necessary.

To be on the call out rota.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

- Financial Accounting
- Equality and Diversity
- Health and Safety
- Risk Management
- Anti- Fraud
- Data Quality and Data Protection
- Business Continuity
- Major Emergency Plan
- Procurement and Contract Management
- Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Technician

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
A significant experience of working in an art gallery or museum in a similar role.	E	A,I,R
have full driving licence	D	A,D
Must be able to work flexibly	E	A,I,
Ability to work independently and as part of a team. Have the capabilities to lead a team when necessary.	E	A,I,
Good interpersonal skills and be approachable	E	A,I, R
Ability to work to strict deadlines and problem solve under pressure	E	A,I,
Significant experience of Carpentry	E	A,D
A commitment to work within our CAN DO values	E	A, I
Experience or knowledge/understanding of art/object conservation	D	A,I
Experience of installing and maintaining audio visual equipment	D	A,I

Application	A
Interview –	I
Practical Test	T
References	R
Documentary – eg certificates	D