

PITZHANGER

MANOR & GALLERY

Gallery Technician

Part time: two days per week (18 month contract)

Pitzhanger Gallery is the largest public art gallery in West London. Following a major Arts Council England-supported restoration project, Pitzhanger Manor & Gallery, the former home of architect Sir John Soane, re-opened to the public in March 2019 to excellent reviews from press and public. Since opening Pitzhanger has presented exhibitions by Anish Kapoor and Es Devlin and we plan to continue with an ambitious contemporary exhibition programme designed to attract a new and diverse audience to Pitzhanger and to inspire visitors with art, architecture and design. Pitzhanger Manor & Gallery Trust is now looking for someone with an interest in contemporary art and experience in the handling, installation and care of a variety of artworks to join the team.

The Gallery Technician will assist in planning and coordinating the installation, de-installation and maintenance of the exhibitions at Pitzhanger. Working with the Curator and artists, you will have the ability to recruit, lead and motivate a team of skilled freelance technicians to assist with the installation of three temporary exhibitions a year. The role will oversee the appearance of the galleries, storage and equipment, coordination of exhibition installations and de-installations, and assist in other areas such as exhibition transport, build and preparation of exhibitions for tour.

The role offers flexible working two days a week, plus extra days by agreement during installation periods. Salary £27,000, pro-rata for two days a week.

The ideal candidate will be available to begin immediately.

If you would like to arrange an informal telephone conversation with the Curator to find out more about the role please contact Lydia on pitzhanger@pitzhanger.org.uk

To apply please send your CV plus a covering letter (max 2 sides A4) summarising how your skills and experience meet the job description and person specification to pitzhanger@pitzhanger.org.uk

Deadline: 9.00am Monday 25th November 2019. Meetings with selected candidates will take place in Ealing, London W5 on Monday 9th /Tuesday 10th December 2019.

Job description

The Gallery Technician will:

- coordinate and monitor the installation and display and the appearance of the exhibition spaces, overseeing the exhibition build contractors while on-site, technical installation of works, hanging methods, transporters, audio visual requirements and freelance lighting designers etc;

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- work with the curator to ensure safe movement, handling and packing of exhibits within the gallery (including all storage spaces) as well as collections and deliveries to and from the gallery;
- assist the Curator in developing budgets for the installation and display of exhibitions and work to ensure the exhibitions are delivered on time and within budgets;
- be responsible for identifying, hiring and the management/performance of a team of freelance temporary technicians during installation and de-installation and compliance with Health & Safety regulations, maintenance and operation of equipment;
- act as the main point of contact and enquiry for all technical queries on-site. Contribute to the maintenance of an exhibition, monitoring loans during their exhibition duration and liaising with the Front of House team;
- work closely with PMGT's Operations team to monitor Building Management systems in relation to the gallery environment, to ensure faults are reported and engineers are called to site to minimise environmental impact on objects including humidity, temperature, light levels;
- manage the documentation associated with the entry and exit of objects, such as works on loan;
- maintain familiarity with the requirements of The Government Indemnity Scheme and/or other appropriate insurer conditions in relation to environment and security;
- working closely with the Operations team, undertake risk assessment and reporting to ensure safe working practices for staff and public;
- give consideration to sustainability in the installation of exhibitions and recycling as much of the exhibition infrastructure as feasible;
- provide occasional support to other members of the Pitzhanger team as from time to time agreed with the Curator and as is compatible with the role of technician.

Person specification

- Knowledge and experience of the handling, installation and care of artworks in a gallery space;
- Highly organised with attention to detail;
- Proficiency in relevant IT programmes;
- Motivated to successfully realise long and short-term projects and the ability to use initiative to deal with challenges arising;
- Ability to work with artists, designers, technicians and contractors as well as with the in-house team;
- Art, design or film and video background.

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Deadline: 9.00am Monday 25th November 2019

Hours: part time (two days per week: 14 hours, with possibility of additional hours by agreement in busy periods); Fixed term contract of 18 months to coincide with current programme of exhibitions

Reports to: Curator, Pitzhanger Manor & Gallery Trust

Salary: £27,000, pro-rata for two days a week