



JOB DESCRIPTION	
Job Title	Visual Arts Technical Supervisor (Fine Art and Lighting)
Department	Barbican Art Galleries
Grade	D
Location	Barbican Centre
Responsible to	Production Manager (Visual Arts)
Responsible for	Team (approx. 30) of Freelance Fine Art Technicians during exhibition changeovers and maintenance periods.

Purpose of Post

To provide technical support to the Production Manager in all aspects of the installation and de-installation of exhibitions in Barbican Art Gallery, The Curve, in the Centre's public spaces and off-site exhibitions. To ensure the highest technical standards of museum practice in relation to preparing works for transport, packing, installation, and care of valuable works of art, are delivered at Barbican Art Galleries, liaising with key internal and external stakeholders as required.

To lead on planning all aspects of lighting exhibitions to the highest aesthetic and conservation standards and for the technical maintenance of all lighting equipment.

Main Duties & Responsibilities

1. To participate in the general management and technical function of the Barbican Art Galleries, to provide technical expertise and supervision in relation to the transport, packing installation, lighting to museum conservation conditions, and exhibition maintenance, monitoring environmental conditions in the Gallery, ensuring works are installed and maintained in full compliance to the terms and conditions of Loan and insurance regulations.
2. To research and keep abreast of all new exhibition and museum practices in relation to transport, packing, installation, conservation and care for exhibits while putting in

place the appropriate risk management during the planning and implementation stages and contribute to the development of any new systems and procedures as necessary.

3. To attend production & technical meetings, liaise with Barbican staff, architects, contractors, and clients (artistic and commercial) as required. To Interpret plans for build and installation purposes and provide technical advice and guidance to ensure the successful planning and delivery of exhibition projects.
4. To provide technical advice and guidance to the Production Manager regarding specialist equipment requirements. To deliver all exhibitions and events to the highest standards
5. To assist the Production Manager with maintenance and improvement programmes. To include record keeping, report writing and inventory/asset register updates.
6. To supervise, mentor and train the freelance gallery Art technicians. Oversee the day-to-day operation of the Art Gallery on a rota. Ensuring excellent liaison and a high quality of service whilst promoting a positive and constructive atmosphere within the team.
7. To organise and monitor working schedules including weekend shift and casual cover, to ensure the galleries are open for a seven-day week operation in liaison with the Production Manager.
8. To partake in the training of freelance technicians, maintaining Barbican Art Galleries reputation for highly skilled and experienced exhibition installation team delivering the highest standard of work in the industry.
9. To support the Production Manager on feasibility studies, capital and revenue projects, and equipment acquisitions.
10. To be responsible for overseeing and documenting Fine Art handling and packing, including Known Consigner Procedures for Air Transportation, in line with legal requirements set out by Department of Transport.
11. To assist with other technical disciplines as necessary. Purchase the necessary conservation equipment, hardware, and materials to support this.
12. To foster good working relationships and communication with all other Barbican departments including working with the other Barbican Technical Departments as required.
13. To deputise for the Production Manager as required and undertake any duties that may be reasonably requested appropriate to the grade.

Art and Lighting

14. To organise and install lighting to high aesthetic standards to enhance visitors experience of the Barbican Art galleries exhibition programme, while ensuring museum conservation lighting requirements are met.
15. Organise, record, and oversee the monitoring of sustained lighting levels for each exhibition in the Galleries for conservation and Government Indemnity regulations.
16. To help provide technical advice and guidance to Production Manager, Curators architects, and designers in preparation for lighting exhibitions, sourcing relevant equipment as required.
17. To supervise, mentor and train the freelance Lighting technician/s.
18. Interpret plans for installation and lighting purposes.
19. Carry out bespoke lighting for Artworks that require internal lights (replace with LED or fibreoptics as required).
20. To lead on specific lighting projects and produce technical reports.
21. Keep records of all Lighting equipment repairing and replacing as required.
22. Continued research - to be familiar with all new gallery LED lighting to aspire to good exhibition practises and in line with the sustainability policy.
23. To operate gallery equipment particularly relating to lighting and Art installation to meet the level of technical expertise required for the Gallery programme.
24. To actively seek to implement the City of London's Occupational Health & Safety Policy in relation to the duties of the post, and always give due regard to the health and safety of both themselves and others when carrying out their duties.
25. To actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.



PERSON SPECIFICATION	
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Department	Barbican Centre – Art Galleries
Grade & Level	D
Trent Position Number	

Please find below the key skills, experience and core behaviours required to undertake this post.

Technical Skills / Professional Qualifications / Relevant Education & Training

- An excellent knowledge of and interest in the arts, and commercial galleries or relevant professional technical knowledge and experience
- A proven high level of expertise in art handling and a thorough working knowledge all relevant procedures, standards and documentation requirements.
- An extensive knowledge of the art gallery working practices, and a thorough understanding of all the creative processes of delivering world class exhibitions
- A proven high level of expertise in Gallery Lighting practices
- Skills and ability to organise the installation of Art works and Lighting elements to the highest standards
- A wide knowledge of safe industry practices and current Health and Safety legislation.
- Ability to train and supervise freelance technicians.
- Ability to contribute specialist expertise to Art Galleries projects and acquisitions.
- Ability to oversee Art Gallery operations as required.
- Excellent communication skills and ability to communicate detailed advice, guidance and ideas on technical and aesthetic matters in respect of the delivery of art exhibitions.

- Excellent interpersonal skills with a strong ability to build effective relationships with staff, architects, contractors and clients and to facilitate effective team working in the planning and delivery of technical and aesthetic support to exhibitions.
- Ability to prioritise and be flexible to support tight and demanding work schedules
- Ability to work on one's own initiative
- A good level of physical fitness.
- A degree of computer proficiency (including Word and Excel).
- The ability to work safely at heights is essential.

Experience Required

- Significant experience of working in a technical role in an Art Gallery/Museum environment, providing technical and aesthetic input to the delivery of art exhibitions to the highest standards.
- Proven ability and experience of designing, delivering and supervising working schedules for installation and de-installation of art exhibitions.
- Proven experience of supervising and training technicians/freelance staff.

Other Relevant Information

Working hours: a basic 35-hour working week (5 days out of 7) with overtime paid after the first 35 hours or fifth working day. You will be expected to work weekends and bank holidays where required (enhancements on your basic salary are paid for work on these days that falls within the basic 35-hour week).

Recruitment – Note to Applicants

These key skills and core behaviours will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.