



JOB DESCRIPTION

SENIOR TECHNICAL MANAGER

Key objectives:

- Deliver high quality technical support, planning and production for exhibitions and events
- Assist with maintenance of the building's fabric and services
- Assist in ensuring a successful Health and Safety record

Responsible to:

Head of Operations

Responsible for:

Freelance technicians, Ikon Work Placements

Key outputs:

Programme and event support

- Manage the technical and construction requirements for exhibitions and events e.g. display structures, lighting, computer and audio-visual technology, sourcing materials and equipment, movement of loads
- Provide technical support for colleagues, artists and partners during project planning and delivery
- Arrange technical resources for projects and events
- Manage and recruit the Freelance Technician gallery installation team
- Devise and implement efficient and effective technical installation schedules and ensure resources are in place to meet deadlines
- Ensure excellent and professional standards are maintained in respect of handling, shipping and storage of artworks
- Liaise with artists and third parties to produce or fabricate exhibits to specification
- Coordinate with external partners regarding onsite and offsite venue provisions to meet project requirements
- Oversee and/or undertake the design and build of display walls and basic furniture e.g. plinths

- Oversee and/or undertake the planning, testing and installation of computer and audio-visual technology used in exhibitions, events and projects
- Utilise electrical equipment safely and securely
- Provide colleagues with clear guidance for daily activation, shutting down and troubleshooting exhibits
- Ensure exhibits are maintained to excellent standards and are always in working order
- Ensure artwork and exhibition equipment is safe and secure at all times

Operations

- Assist the Head of Operations to ensure the building is well presented and runs as efficiently as possible
- Ensure that the workshop is safe, organised and stocked
- Manage expenditure against workshop and project budgets
- Undertake maintenance, monitoring and repairs of Ikon's building, systems, services and physical assets
- Employ and oversee contractors when required
- Operate the Building Management System
- Ensure gallery climate control records are maintained and archived
- Ensure fixtures and fittings operate correctly and are well presented
- Coordinate documentation and authorisation for loaning Ikon property
- Be part of a Duty Person and Keyholder On Call rota system to provide support for technical or emergency issues arising outside normal working hours

Health & Safety

- Assist with monitoring and maintaining a safe and secure environment for staff, contractors and visitors in accordance with Ikon's Health and Safety Policy
- Undertake Risk Assessments, create Method Statements and Safe Systems of Work to ensure that exhibition and event installations are carried out safely and that exhibits do not cause hazard or injury
- Maintain and develop Freelance Technician inductions, COSHH awareness and general safety training records
- Conduct routine workshop equipment and tool maintenance to ensure safe operation in line with manufacturer guidelines and risk assessments
- Identify and minimise risk and hazards in the workplace at all times, recommend action as appropriate
- Assist routine testing of Fire, Security and other building systems

- Operate high level access equipment including Mobile Elevated Work Platforms and scaffold towers (training provided)
- Undertake Duty Person responsibilities comprising:
 - Appointed First Aider (training provided)
 - Appointed Chief Fire Marshal (training provided)
 - Security procedures
- Set a good example to colleagues in respect of health and safety

General

- Deliver all work within budget and to agreed timescales and targets
- Comply with licensing, legal and insurance requirements
- Obtain, analyse and provide information to support decision-making
- Manage own time and resources to meet objectives
- Play an active part in improving communications across the team and other departments
- Deputise for colleagues as appropriate
- Keep up to date with general advances and practices related to the job role
- Prepare and develop resources to support provision of information to staff, contractors and visitors
- Work occasional evenings and weekends as required
- Operate in accordance with Ikon's, policies and procedures
- Carry out any other duties commensurate with the job role

Person specification

Essential:

- At least three years' experience in exhibition planning, production and installation, ideally in a gallery or museum environment
- Understanding of contemporary art or the wider arts and culture sector
- Ability to facilitate artistic ambitions with imaginative and practical solutions
- Experience maintaining health and safety procedures
- Practical skills and technical knowledge within construction or workshop environments including the use of hand and power tools and a variety of materials, fixings and finishes
- Art handling experience
- Excellent communication skills
- Computer literate in office and creative software applications

- Ability to prioritise tasks and manage multiple priorities whilst remaining calm and professional
- Excellent interpersonal skills and able to build good working relationships to ensure efficient and successful outcome to projects
- Can develop the trust and support of colleagues
- Can lead on projects and work collaboratively as part of a team
- Professional, motivated and enthusiastic
- Punctual, honest and reliable

Desirable:

- Experience working with audio-visual technology
- Experience using professional imaging and 3D software applications, e.g. Adobe Creative Suite and Sketchup
- Ability to drive
- Experience managing stock, equipment and inventories

Ikon requires all staff to obtain a Government Disclosure and Barring Service (DBS) check, in accordance with Ikon's Child and Vulnerable Adults Protection Policy. You will be required to provide the necessary documentation for the DBS check to be carried out. Ikon will cover the cost of obtaining the DBS check and reserves the right to request additional checks at any time in the future.

Terms and Conditions

Salary £28,000

Hours 40 hours minimum per week, usually 10.00 a.m. to 6.00 p.m
 Five days a week, usually Monday to Friday (except exhibition installation periods which can be more than five days a week)
 Early morning, evening and weekend work may be required for building maintenance, events or exhibition installations.
 Ikon staff are expected to attend Ikon events and be part of the artistic life of the organisation

Overtime Ikon operates a Time Off In Lieu (TOIL) system to be taken within four weeks of accrual unless agreed to be used later by your line manager
 During exhibition installation period, TOIL is paid up to sixteen hours for time worked in addition to normal working hours calculated on a weekly basis. After sixteen hours overtime is paid at hourly or skilled freelance rate, whichever is highest.

Holidays	25 days (increasing to 27 days after three years' service, then one additional day per year to a maximum of 30 days)
Probation	Six months
Notice period	One month
Contract	Permanent
Staff Benefits	Workplace pension schemes, Childcare voucher scheme, Discount at Ikon shop