

Exhibition Technician



Imperial War Museums

Job Title Exhibition Technician
Department Imperial War Museums (IWM) North
Division Operations Department
Reports to Technical Manager
Salary Range
Status £15,588 - £17,639
Fixed Term

Purpose of the job

Imperial War Museum North is a branch of Imperial War Museums, which opened in July 2002. In its first year it attracted over 460,000 visitors. Working as part of a small exhibitions team you will play a key role in ensuring that our audiences continue to have a stimulating and enjoyable visit.

As Exhibition Technician you will work alongside other technicians in assisting the Technical Manager and in ensuring the physical maintenance of the displays, including the special exhibitions programme. This will include working with objects from the IWM collections and loans from institutions and private lenders from around the world, as well as a diverse range of audio-visual presentations. Foremost amongst these will be The Big Picture Show, an innovative & immersive presentation comprising of a number of themed programmes of slides, Video, CGI and Multitrack Audio.

IWM North is a popular venue for both daytime and evening corporate events, and the need for evening cover for these events means that the candidate must be willing to work unsocial hours as rostered. The Technical Manager seeks to ensure that these evening duties are shared fairly between the entire technical team. In addition candidates are required to be on call every third weekend and some public holidays when rostered.

Your duties

Museum Exhibition Spaces.

- Ensuring the effective running of the hourly programme of the Big Picture A/V presentations, including daily monitoring of the programme and equipment. Initiating and making appropriate repairs & reporting any faults to the Technical Manager.
- To follow a start-up and/or shut down procedures & morning maintenance for all the gallery spaces and other areas to ensure the consistent smooth operation of the public offer.
- Making regular inspections of the gallery spaces and equipment, updating and maintaining written & electronic records & liaising with internal & external contractors where required.
- To contribute to & follow event sheets, job sheets and schedules, ensuring deadlines are met and showing initiative where required.
- To facilitate the moving, sending & receiving of artworks and exhibits both internally and externally following strict guidelines from the DCM with due regard to Health & Safety
- To assist the exhibitions department in all aspects of collection care and disaster recovery.
- Assisting the Exhibitions Manager & Technical Manager in the preparation, production and installation of special exhibitions. In conjunction with the Exhibitions Manager and other members of the exhibition team.
- Research & procurement of exhibition AV equipment.
- Removal of gallery build.
- Assisting with arrangements relating to the arrival and removal of all exhibits and accompanying material. This will include the unpacking, safe handling and repacking of all incoming loans for display.
- The installation and de-installation & maintenance of exhibits, art works, graphics, A/V and video equipment and other related material.
- Preparation, editing & testing of a variety of multimedia for display in the gallery.
- Audits of technical & exhibition equipment.
- To be a local point of contact for fault finding of the Hanwell environmental monitoring system.
- Conduct weekly firearms checks & report back to the Exhibitions department.
- Undertake regular planned cleaning of large objects.

Technical Duties.

- To facilitate the moving, sending & receiving of artworks and exhibits both internally and externally following strict guidelines from the DCM with due regard to Health & Safety.
- Maintain adequate stocks of maintenance spares, fixings and consumable materials, PPE & safety equipment following budgetary controls & Museum financial procedures.
- Maintain orderliness of exhibition & technical stores, office and workshop areas and other relevant areas. This involves regular housekeeping activities, reorganising storage and keeping relevant updated inventories.
- To liaise with a wide range of staff in all departments, including Business Development, Learning and Access, Exhibitions, as well as internal and external contractors, and corporate clients. This may include performers, artists, film crews, photographers, external technicians, designers, build contractors & AV producers.
- To set up, operate Audio, Video and lighting equipment for a variety of events for both internal and external clients. This will involve a moderate element of evening and weekend working for which time of in lieu will be given.

- To repair and service a wide range of Audio Visual equipment. This will include working at height for which training will be given. To organise repairs externally in accordance with service agreements and financial regulations.
- To report any faults that cannot be immediately dealt with, to the appropriate member of staff, and to organise further repairs or maintenance.
- Undertake all relevant training in relation to the role as agreed with your line manager for example, IPAF, art hanging, object handling and manual handling training & to contribute towards the corporate plan and future direction of the museum.
- To advise, assist and be a part of the snagging process for new installations and exhibitions.
- To work independently at height and in confined spaces, behind the scenes, taking care of electrical, lighting, and structural installations & to be trained in the use of and regular operation of Mobile Elevated Work Platforms and to use powered handling equipment where necessary.
- To make sure work is carried out to meet agreed deadlines & to agreed standards
- Have knowledge of specific software & operation of equipment essential to the delivery of services & regularly update this knowledge through research & training in discussion with the Technical Manager.
- Assist with minor carpentry and painting jobs as required
- Liaise with contractors to ensure compliance with all on site Health & Safety procedures
- Undertake any other duties as required by the evolving needs of the job role, technical department and museum.

Click on the link below for a full job description

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| Location: | Manchester |
| Category: | Technician |
| Duration: | |
| Type of Contract: | Temporary |
| Hours: | Full Time |
| added: March 11, 2013 | deadline: March 22, 2013 |

More information: <http://www.iwm.org.uk/>