

## Job Description

**Job Title:** Technical Supervisor (Fine Arts – H&S)

**Department:** Visual Arts, Barbican Centre

**Grade:** D

**Location:** Barbican Centre

**Responsible to:** Production Manager – Visual Arts

**Responsible for:** Shared responsibility for supervising up to 30 freelance fine art Technicians during turnarounds and maintenance

### The Barbican

The Barbican is a world-class art and learning organisation. We push the boundaries of all major art forms and we inspire more people to discover and love the arts.

The Barbican presents artistic experiences across music, theatre, dance, visual arts, and cinema that variously entertain, enable, enrich and educate our many audiences and participants. Our intention is to be a 21st century international Art Centre that champions equity and opportunity and explores new approaches to arts, education and enterprise.

We attract new arts audiences and participants, creating inspiring arts experiences for all. From first encounters to higher education programmes, we develop interests, skills, confidence and careers.

We are London's Creative Catalyst for arts, curiosity and enterprise. Our values reflect that we are inclusive, sustainable, daring, connected and joyful. We spark creative possibilities and transformation for artists, audiences, and communities – to inspire, connect and provoke debate.

### Barbican Visual Arts

Barbican Visual Arts produces exhibitions, solo artist commissions and a public events programme encompassing contemporary and modern art, design, architecture, performance, film, and photography, and collaborates with international partners on an exhibition partnership programme.

The production team is composed of a Production Manager and three Technical Supervisors, including this post as well as a Technical Supervisor (Fine Art and Lighting) and Technical Supervisor (Fine Art and Audio Visual).

### 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 foyers and off-site exhibitions. To ensure with the other Technical Supervisors the highest

technical standards of museum practice in relation to preparing works for transport, packing, installation, and care of valuable works of art, liaising with key internal and external stakeholders as required.

To support the Production Manager preparing exhibitions in line with Health and Safety (H&S) regulations and to lead on scheduling and day-to-day safe management of all (de) installation activities. To lead on the technical maintenance and safe use of the workshop areas and all tools, lifting and moving equipment.

## **Main Duties & Responsibilities**

### **Main Duties & Responsibilities (for all Technical Supervisors)**

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 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 lead on project management of individual exhibitions/commissions as required, reporting to the Production Manager. 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.
14. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
15. 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.
16. To undertake any other duties that may reasonably be requested appropriate to the grade

**Additional responsibilities for H&S and Planning (for this postholder)**

17. To organise and plan for the safe installation of Art works to ensure the safety of staff and visitors.
18. To help provide technical advice and guidance to the Production Manager, Curators, Exhibition Organisers, Architects, and designers in preparation for the H&S requirements of all exhibitions, sourcing relevant equipment.
19. To supervise, mentor and train staff, contractors and freelancers in our H&S requirements and guidelines.
20. To oversee contracted installations with a focus on monitoring and implementing safe construction and installation management methodologies.

21. To organise and oversee the activities of external contractors as per CDM (Construction Design Management) regulations and City of London H&S guidelines. Reviewing contractor's CDM related plans and paperwork.
22. To interpret plans for installation and H&S purposes, liaising with Barbican H&S managers, creating appropriate CDM documentation to satisfy legal requirements.
23. To keep records of all H&S equipment repairing and replacing as required. Perform continual research to be familiar with current best practice around H&S.
24. To create and maintain a central database for logging relevant equipment including responsibility for all technical manuals, catalogues and keeping records of equipment that is on loan.
25. To manage the storage area housing the Art Gallery's H&S equipment and the workshop areas, maintaining and upgrading in house equipment where appropriate.
26. To operate gallery equipment relating to Art installation, including heavy lifting equipment, to meet the level of technical expertise and safety for the Gallery programme.

## Person Specification

**Job Title: Technical Supervisor (Fine Arts – H&S)**

**Department: Visual Arts**

**Grade: D**

**DBS Criterion: (delete as appropriate)**

Standard DBS

**Security Vetting Criterion: (delete as appropriate)**

SC Clearance (security check)

**Politically Restricted Post Criterion: (delete as appropriate)**

This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

### **Professional Qualifications / Relevant Education & Training**

***[Please ensure only relevant qualifications are listed for the post being advertised]  
e.g. Must be qualified as a Chartered Member of the CIPD or be able to demonstrate a level of knowledge at this level - (A,I etc)***

1. Training (or equivalent experience) contributing specialist expertise to Art Gallery projects and acquisitions. (A), (I)
2. Relevant training (or equivalent experience and proficiency) in the safe use of a wide range of equipment and digital systems used to (de)install high quality art exhibitions. (A), (I)
3. Computer proficiency (MS Office) (A)

### **Desirable**

- Scissor lift training
- PASMA training
- Electrical safety basic training
- PAT testing training
- Training in safe use of workshop spaces and equipment
- General risk management training
- Heavy object handling training

### **Experience Required**

*(e.g. Budget Holding Experience if appropriate)*

*[Core behaviours may be included if appropriate]*

### **Essential**

1. An excellent knowledge of and interest in working with artists and producing art exhibitions within public institutions (A), (I)
2. A proven high level of expertise and experience in art handling with a thorough working knowledge of relevant procedures, industry standards and documentation requirements. (A), (I)
3. An extensive knowledge of art gallery safe working practices, including creating, implementing and reviewing risk assessments and method statements (A), (I)
4. A thorough understanding of all the creative processes of delivering world class exhibitions. (A), (I)
5. Proven ability and experience of designing and implementing working schedules for installation and de-installation of art exhibitions. (A), (I)
6. Highly organised with good attention to detail and an ability to deliver to deadlines (A), (I)
7. Proven experience of supervising and training Art Technicians/freelance staff. (A), (I)
8. The ability and professional attitude to work safely using lifting equipment and at height. (A)
9. Excellent interpersonal skills with a strong ability to build effective relationships with Barbican staff, architects, contractors, clients, artists and other creative people. (I)
10. Facilitating effective team working for the purpose of delivering technical and general support to exhibitions, including design elements. (A), (I)
11. Ability to prioritise and be flexible to support tight and demanding work schedules. (I)
12. Ability to work on one's own initiative. (I)

13. 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. (I)

### Desirable

- An understanding of appropriate budgeting practices
- Experience with financial systems managing orders of materials, equipment and services.

### Technical Skills & Knowledge

1. A proven high level of expertise in H&S practices and related technology. (A), (I)
2. Skills and ability to organise the installation of artworks and H&S elements to the highest standards. (A), (I)
3. A wide knowledge of safe industry practices including CDM planning and processes and legislation as stipulated by HSE and other relevant safe working bodies. (A), (I)
4. A wide knowledge of safe construction methods relevant to art installations (A), (I)

### Other Relevant Information

*(e.g. working hours if applicable)*

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

***The qualifications, experience and technical skills 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) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.***

***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.***

# Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Contract**

The position is offered on a Permanent basis.

## **Salary**

The salary range for this job is £42,750 - £47,620 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

## **Pension**

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

**The current employer contribution rate for the City of London is 21%.**

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

## **Hours of Work**

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

### **Frequency and Method of Payment**

This is a monthly paid appointment, and salaries are credited to a Bank or Building Society Account on the 11th of each month.

### **Annual Leave**

There is an entitlement of 28 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

One month by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

### **City Benefits**

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

### **Employee Volunteering Programme**

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

### **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

# barbican

We are London's  
**Creative Catalyst**  
for arts, curiosity  
and enterprise



We spark creative possibilities and transformation for artists, audiences, and communities – to inspire, connect and provoke debate.

We are the place to be in this Destination City, where everyone is welcome. Our impact is felt far outside our walls and ripples beyond the experiences we offer – locally, nationally and internationally.

[barbican.org.uk/values](http://barbican.org.uk/values)

