

## Gallery technician

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**Reporting to:** exhibitions project manager  
**Department:** exhibitions  
**Contract:** permanent

### Overview

In November 2016, the Design Museum opened its new home in Kensington. The new museum hosts an influential and engaging programme of exhibitions, including monographic and thematic shows on every aspect of contemporary design and architecture. An opportunity to join the exhibitions team has opened up at this exciting time in the museum's history.

The Gallery Technician works with the Exhibitions team to ensure the smooth delivery, de-installation and maintenance of all the Design Museum's exhibitions. Reporting to the Exhibitions Project Manager, this role helps to maintain the galleries, workshops and storage spaces, contributes to the coordination of exhibition installations and de-installations, and assists in other areas such as the preparation of exhibitions for tour. The Design Museum recruits large teams of temporary technicians to assist with the installation and de-rig of temporary exhibitions and the Gallery Technician, along with colleagues in the Exhibitions team, will be expected to build excellent working relationships with temporary technicians, ensuring that exhibitions are delivered in a smooth and timely manner.

### Job description

#### Technical services

- Assist the Senior Gallery Technician in the maintenance of all exhibition spaces, exhibits and storage areas at the Design Museum. This includes on-going cleaning and repairs as required.
- Assist the Senior Gallery Technician in the movement, handling and packing of exhibits within the museum (including all storage spaces) as well as collections and deliveries to and from the museum.
- Assist with preparation for touring exhibitions.

#### Installation and de-rig

- Help monitor the performance of temporary technicians on-site.
- As required, deputise for the Senior Gallery Technician in the role of 'Lead Technician' on-site during exhibition changeovers, delivering daily briefings and acting as the main point of contact for all technical queries on-site.
- As required, act as manager on-site in the absence of the Exhibition Project Managers.
- Contribute to the exhibition checklist with instructions for the daily maintenance of an exhibition for the Visitor Experience team.

#### Administration

- Attend weekly departmental meetings, regular catch-ups with line manager and departmental workshops.
- Where possible / as required, attend exhibition Project Team Meetings and meetings with exhibition designers.
- Attend museum wide workshops and meetings.
- Demonstrate flexibility to attend ad hoc meetings as required.
- Ensure digital calendar is kept up to date at all times (displaying meetings and time blocked for confirmed work).
- Work closely with Senior Gallery Technician to forward plan workload.
- Assist Senior Gallery Technician with purchase of exhibition equipment and materials, seeking quotes and raising Purchase Orders as required.
- On call duties for weekend emergencies in galleries, as specified in contract.

#### **Other**

- Adhere at all times to the Design Museum's Access and Health & Safety regulations, as well as Security Guidelines.
- Support volunteers to ensure their full integration into the museum.

#### **Person specification**

##### **Knowledge, skills and experience**

###### Essential

- Demonstrable experience of working as part of an exhibition installation team in a museum or gallery environment
- Knowledge of best museum practise (e.g. object handling)
- A self-starter who is solutions driven
- Demonstrable interpersonal aptitude
- Organisational and planning skills
- Basic knowledge of trouble shooting AV installations

###### Desirable

- Experience of leading teams of people during exhibitions installations
- An understanding of exhibition 3D design processes
- Experience of working with externally appointed exhibition build contractors
- An interest in museums and design

#### **Our values**

**Welcoming** everyone to the museum and making them feel it's a place for them

**Collaborative** engaging with many partners to bring our vision to life

**Enterprising** working hard to make the museum a financial success and build a strong commercial reputation

**Provocative** challenging people to look and think afresh about design

**Terms + conditions****Salary: up to £20,800 per annum dependent on experience****Holidays: 20 days per annum, plus 6.5 days bank holiday****Hours: Part-time, 32 hours per week, 4 days per week to include weekends**

The museum offers many other benefits including access to a defined contribution pension scheme, season ticket loan, childcare voucher scheme, cycle to work scheme, free entry for friends and family to the museum, a variety of staff discounts including the museum shop and restaurant and free entry to a wide number of galleries and museums in London.

To apply please email a covering letter which addresses the criteria as set out in the person specification, CV and Applicant Information Form to [applications@designmuseum.org](mailto:applications@designmuseum.org).

**Please quote Job Ref: GTech/2017 in the email subject header****Closing date for applications: 13 November 2017, midnight****Interviews: Thursday, 23 November 2017**

Due to the high volume of applications the museum receives we are unable to provide a response to applications on an individual basis. If you do not receive a response from us within two weeks of the closing date then you can assume that you have not been successful on this occasion.

The Design Museum is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

**About the design Museum**

The Design Museum is building the world's leading museum devoted to contemporary design in every form from furniture to graphics, and architecture to industrial design. For the Design Museum, design is a continually evolving subject which it explores through its exhibitions programme, permanent collection, learning and research activities. It is a way to understand the world and how you can change it. The museum's mission is to create the most engaging, exciting and inspiring design museum in the world.

Thirty-five years ago, Terence Conran established the forerunner of the Design Museum, the Boilerhouse, in the basement of the Victoria and Albert Museum (V&A) in London. As planned, the Boilerhouse quickly outgrew the V&A and in 1989 it moved on to become the Design Museum, in an architecturally striking transformation of a Thameside warehouse near Tower Bridge. Since then it has emerged as an institution with international

status and significance, playing an important role in putting design and architecture on the cultural agenda.

The museum recently relocated from its home in Shad Thames to the landmark 1960s building in Kensington, West London. Leading designer John Pawson has converted the interior of the building creating the museum's new home, giving it three times more space in which to show a wider range of exhibitions, showcase its world class collection and extend its learning programmes.

### **Our mission, vision and values**

#### **Our vision**

We want everyone to understand the value of design

#### **Our mission**

To create the most inspiring, exciting and engaging Design Museum in the world

#### **Our values**

**Welcoming** everyone to the museum and making them feel it's a place for them

**Collaborative** engaging with many partners to bring our vision to life

**Enterprising** working hard to make the museum a financial success and build a strong commercial reputation

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**[designmuseum.org](http://designmuseum.org)**