

## Gallery technician

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**Reporting to:** facilities manager  
**Department:** facilities  
**Contract:** permanent

### Overview

In November 2016, the Design Museum opened its new home in Kensington. The 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 Facilities team has opened up at this exciting time in the museum's history with the team seeking to appoint two Gallery Technicians.

The roles are for multi-skilled technicians who will be members of the technical team that form an integral part of the day to day operations team which enables the museum to excite, educate and inspire both design professionals and amateurs alike by delivering first class exhibitions. The technician team will be involved in the feasibility, design and maintenance of the exhibitions and will suit individuals who have an interest in embracing new technology, solving challenges through unique solutions and acting as a subject knowledge expert.

### Job description

#### Exhibitions support

- Assist and support in the maintenance of all permanent and temporary exhibition spaces, collection objects and loans, storage areas and work shop. This includes on-going cleaning, repairs and decorating.
- Support the museum in the movement, handling and packing of exhibits within the museum.
- Assist and support with essential carpentry and mount making works.
- Support where possible on all temporary exhibition installations and de-installations.

#### Technical support

- Work with the wider teams where appropriate in the exhibition technical planning meetings.
- Work closely with the wider network of departments such as AV and curatorial to agree on-site priorities and to finalise daily schedules.
- Support the museum on lighting design and technical feasibility.
- Undertake planned fabric refresh work throughout the museum.
- Work alongside the building mechanical engineer on key deliverables.

#### General support

- Attend weekly departmental meetings, regular catch-ups with line manager and departmental workshops.
- Assist in the management of the exhibition log report, responding to and mitigating issues and requests
- Ensure digital calendar is kept up to date at all times

- To maintain an inventory of all technician kit
- Working with and supporting volunteers and ensuring their full integration into the museum

### **Person specification**

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

##### **Essential**

- Methodical organisational and planning skills
- Able to act on initiative and self-motivated
- Demonstrable carpentry skills
- Demonstrable mounting and framing skills
- Decorating skills
- Confident in using a wide variety of tools
- Knowledge of health and safety best practice in a workshop environment
- A self-starter who is solutions led
- Works well under pressure and experienced in dealing with conflicting priorities
- Works well as a part of large team
- Knowledge of trouble shooting AV installations
- Good computer skills including Word, Excel and Office 365
- A keen interest in design and museums

##### **Desirable**

- IPAF qualification (advantageous, training for the right candidate will be given)
- 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)
- Warehouse/Workshop/Collections management experience

#### **Terms + conditions**

##### **Position 1:**

**Hours:** 1 x 40 hours per week (full-time), 40 hours, 5 days per week

Tuesday – Saturday, 7:00 – 15:30

**Salary:** up to £24,000 per annum dependent on experience

**Holidays:** 25 days per annum, plus 8 days bank holiday

##### **Position 2:**

**Hours:** 1 x 40 hours per week (full-time), 40 hours, 5 days per week

Thursday - Monday, 13:00 – 21:30

**Salary:** up to £24,000 per annum dependent on experience

**Holidays:** 25 days per annum, plus 8 days bank holiday

**The museum will also welcome applications for position 2 on a part-time basis. Please specify preferred hours on your Applicant Information Form in the relevant section.**

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.

### **Application process**

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/2018 in the email subject header**

**Closing date for applications: 19 February 2018, 9.00am**

**Interviews: Tuesday 27 and Wednesday 28 February 2018**

**Please specify the role(s) you are applying for in your Applicant Information Form.**

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 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

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

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