BALTIC

Vacancy
Technical Manager

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Job Title	Technical Manager
Salary	£35,000 per annum
Contract	Full time, permanent
Location	Baltic Centre for Contemporary Art, Gateshead, NE8 3BA
Deadline	Apply by 10 April 2025

Baltic are recruiting a Technical Manager to join our team. The Technical Manager plays a pivotal role in the realisation of our creative programmes.

Baltic has an outstanding reputation for producing exceptional exhibitions and Baltic's technical team is internationally recognised for their ability to support artists and curators realise productions of considerable scale and impact. Recent highly acclaimed exhibitions include Michael Rakowitz' *The Waiting Gardens of the North*; Heather Philipson's *The Age of Love,* Hew Locke's *The Procession* and *Franki Raffles: Photography, Activism, Campaign Works.*

The Technical Manager works across creative teams, supporting colleagues in curatorial, learning and civic engagement to deliver projects that address pressing social issues and meaningfully impact people's lives. This is an exciting time to join a world-class team.

Reports to:	Production Manager and Registrar
Working hours:	37 hours per week
Place of Work:	Your usual place of work will be Baltic, South Shore Road, Gateshead
Annual leave:	25 days plus bank holidays pro-rata
Benefits:	30% discount at Baltic Shop, discounted menu at Baltic Kitchen, 10% off standard rooms & food at Malmaison Hotel Newcastle, Discount at local retailers, Employee Pension Scheme, Employee Assistance Programme

About the role
Technical Manager

The Technical Manager leads the technical planning, management and delivery of Baltic's installations, exhibitions, learning programmes and events. The Technical Manager sits within the Production Team alongside the Production Manager & Registrar, the Senior Technician and Workshop Technician.

Job Profile
Technical Manager

Key Outputs and Accountabilities

Exhibition and Programme Production
- Lead Production Meetings for Baltic's gallery exhibitions
- Plan and manage the installation and de-installation of the Baltic's gallery exhibitions in close collaboration with the Curators
- Plan and manage the installation and de-installation of commissions, displays, special projects and public events across the building working with creative teams (curatorial, learning, civic engagement)
- Lead on the production of layouts and technical drawings to facilitate exhibition design development and exhibition build
- Lead on the planning of AV installations for exhibitions, performances and events
- To source, appoint and manage freelance technicians, specialists and external contractors for install and de-install. To support the development of the freelance technical team to meet the needs of Baltic's evolving artistic programme
- Actively support the installation team in troubleshooting complex technical issues towards the realisation of exhibitions and curatorial projects, including assisting on the ground where necessary and providing a positive attitude during exhibition turn-around and project delivery
- To prepare cost estimates, quotations and make purchases. To support the Production Manager with budget management. To work within budgets and to track and communicate possible changes in costs in a timely manner
- To communicate within the Creative Team on the status of projects from a technical perspective. To participate in a culture of collaboration

Resource Management and Logistics
- To support the Technical Team with exhibition and workshop maintenance
- To support the Production Manager and Registrar with environmental control of exhibition spaces
- To support the Production Manager and Registrar on artwork transport in and out of the building
- To manage secure storage of artwork and related material in the fine art store
- To support in the design of protective packaging and support systems for the safe transport of art
- To support the management of in-house facilities (AV equipment and machinery) and ensure maintenance and safe operation of the workshop and its equipment

- To support the Technical Team in stock control of fabrication materials and the purchasing of consumables and equipment. To safely store materials including COSHH.
- To operate the fork-lift truck and scissor lift platform as required

Sustainability, Health & Safety and Wellbeing

- With the support of the Production Manager & Registrar, manage Health & Safety relating to installs and deinstalls.
- With support of the Production Manager & Registrar, prepare Risk Assessments and Method Statements as required, ensuring a safe working environment
- As part of the Technical Team, provide support to the Head of Facilities on the Baltic's Health & Safety policies.
- Ensure Freelance Technicians and contractors work to agreed art handling and Health & Safety standards. Ensure installation teams have received required Health& Safety and equipment training, that this training is recorded and kept up to date.
- To undertake any other duties as may reasonably be required.

Person Specification
Essential

- Substantial relevant experience of art installation technical management
- A positive approach to team working and communication, whilst having the capacity for leadership
- Experience in AV installations
- Experience in gallery lighting
- Experience in art handling
- Knowledge of joinery, fabrication and construction relevant to gallery installation
- Excellent project management skills
- Excellent communication and people management skills
- Proficient in Sketchup or equivalent technical drawing tool
- Ability to work on several projects simultaneously, ability to respond proactively to unforeseen tasks or shifting deadlines
- Solution-focused, ability to troubleshoot complex technical problems and support others to think creatively to solve problems
- Understanding of the principles of Health & Safety at work as it applies to this role and active in maintaining best practice
- Understanding of the principles of equity and inclusion

Desirable

- Knowledge and interest in contemporary art