

**Job Profile
Senior Technician**

Job Purpose: To oversee the technical planning and delivery of Baltic's exhibitions, events and learning projects.

Key Outputs and Accountabilities

Assist the Production Manager and Registrar, to manage quality installation and de-installation of exhibitions and other programme and learning activities, in liaison with artists, guest curators, other team members and others.

Lead on specialist AV installations for exhibitions, performance and events.

To lead on the production of schematics, layouts and designs to facilitate exhibitions and commissions.

To lead on and assist with the technical production, planning, installation and operation of events associated with the Baltic's Public Programme.

To assist with preparing cost estimates, purchasing and budget monitoring and assist with management of the budget of exhibitions, events and performances.

To effectively source, appoint and manage external contractors, specialists and freelance staff in the context of exhibition installation/de-installation in collaboration with the Production Manager and Registrar.

Manage and oversee the maintenance of exhibitions and installations in collaboration with the other Senior Technician.

To oversee the technical delivery of Family Days, Holi and Open Iftar and other activities.

In collaboration with the Production Manager and Registrar and the other Senior Technician, manage effectively and securely the storage of artworks and all associated materials in the main storage areas for the Programme Department.

Under the direction of the Production Manager and Registrar, design protective packaging and support systems for the safe transportation of art.

In collaboration with the other Senior Technician, manage appropriate in-house facilities (e.g. AV Equipment and machinery) and ensure maintenance and safe operation of the workshop and its equipment, portable plant, and equipment used for delivery of the programme.

In collaboration with the other Senior Technician, ensure effective stock control of all fabrication materials and the purchasing of workshop and/or AV equipment.

Responsible for the safe storage of materials.

To operate the folk-lift truck and scissor lift platforms as required.

To assist with the effective development of the Technical team including freelance technicians, to meet the

Person Specification

Essential

Substantial relevant experience.

A specialism in AV installations.

Basic theatre lighting experience.

Ability to work on own initiative and as part of a small management team.

Knowledge of joinery, fabrication and construction relevant to the responsibilities of the job.

Experience of taking responsibility for ensuring Health & Safety standards and undertaking risk assessments and method statements.

Excellent project management and logistics skills.

Good people management skills and excellent communication skills.

Ability to work to deadlines and be pragmatic. Solutions-focussed – able to manage competing demands and conflicting objectives with the ability to think creatively to come up with solutions to problems.

Extensive art handling experience.

Proficient in Autocad and Sketchup skills.

Understanding of the principles of equity and inclusion and experience of proactively applying and promoting these in practice at work.

Desirable

A knowledge and interest in contemporary art.

needs of Baltic's evolving artistic programme.

To liaise with the Registrar and Production Manager regarding the environmental control of exhibition spaces.

To work in an environmentally sustainable manner and actively contribute to the delivery of Baltic's sustainability goals.

Manage H&S and Environmental matters relating to the installation of exhibitions, events and Learning activity, including preparation and application of Risk Assessments and the application of relevant regulations, including COSHH.

Create and undertake risk assessments / method statements as required, in the interests of Health and Safety best working practice. Alongside creating a safe working environment for all employees and contractors.

With the Production Manager & Registrar and the other Senior Technician, support the Head of Facilities, from an art handling and AV installation perspective, in the development and delivery of a H&S strategy. Sit on the Safety and Wellbeing committee.

Ensure the safety and security of visitors, contractors, staff and works of art through the implementation of agreed health, safety and security procedures. Ensure that Freelance Technicians and contractors work to agreed art handling and H&S standards at all times.

Ensure that all involved in exhibition and event installation have received the required relevant H&S and equipment training, and that this training is recorded and kept up to date.

To undertake any other duties, as may reasonably be required.

Reports to: Production Manager and Registrar

Direct reports: N/A

Pay Band: E