

BALTIC



Vacancy
Production Manager

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| Job Title | Production Manager |
| Salary | £40,000 per annum |
| Contract | Full time, permanent |
| Deadline | Sunday 12 October 2025 23:59 |

Baltic are recruiting a Production Manager to join our team. Set in an architecturally stunning building in Gateshead, Baltic is the UK's largest non-collecting art institution. Baltic delivers 8 to 10 free exhibitions per year across four gallery floors, alongside extensive learning and civic engagement programmes in our fully accessible building.

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| Reports to | Head of Exhibitions |
| Direct Reports | Technical Manager, Senior Technician |
| Working hours | 37 hours per week |
| Place of Work | Baltic, South Shore Road, Gateshead, NE8 3BA |
| Annual leave | 25 days plus bank holidays pro-rata |
| Benefits | 30% discount at Baltic Shop and discounted menu at Baltic Kitchen, 20% discount at SIX Restaurant, 10% off standard rooms & food at Malmaison Hotel Newcastle, discount at Eldon Square, Pension Scheme, Employee Assistance Programme |

About the role

The Production Manager plays an essential role in the realisation of our exhibitions and creative programmes. We are looking for an individual with significant experience in exhibition planning, project management, budgeting and fine art logistics. The Production Manager ensures the technical delivery of artistic projects on time and on budget, planning exhibition change-overs, artist commissions, loans and transport, and ensuring excellent processes, procedures and Health & Safety standards are met.

The Production Manager leads the Production Team, managing and supporting the development of the Technical Manager and Senior Technician, and leads Production Meetings. Working as part of the larger Creative Programme Team, the Production Manager works closely with curators, learning producer, artists, freelance technicians and specialist contractors to realise outstanding exhibitions and artistic projects.

Job Profile

Production Manager

Key Outputs and Accountabilities

- To lead on the production of Baltic's exhibition programme, in liaison with Baltic's Head of Exhibitions, curators, external curators, artists and other stakeholders
- To put in place effective project management systems, and ensure excellent project communications
- To lead, manage and develop the technical team
- On behalf of Production Team, support in the planning of events and activity throughout the Baltic working alongside colleagues across departments
- On behalf of the Production Team, support Learning and Civic Engagement programmes including events, displays and collaborative commissions
- To manage exhibition budgets, estimating costs, ensuring value for money, and reporting on expenditure
- To support the Head of Exhibitions and Curators with contracts, as required
- To support the Technical Manager to book, supervise and work with freelance technicians and specialist contractors
- To coordinate logistics for exhibitions (and touring exhibitions) including transport, list of works, loan forms, condition reports and contracts, with support of wider programme team
- To get quotes and book fine art transport and insurance for works of art on loan to Baltic, including liaising with lenders and art handlers as required
- To keep accurate records, including insurances, inventories, facilities reports, condition reports, loans in and out, agreements, transport, crating and packing lists, and imports/exports (NIRU records) as required
- To oversee external conservation and assist with condition reporting, as required
- To assist with the review and development of exhibition programme policies and standards of object care
- To ensure environmental conditions are maintained in exhibition spaces appropriate to the works, in liaison with Facilities team
- To lead on sustainable practices for production and programme delivery, in line with Baltic's environmental policy
- To lead on Health and Safety of exhibitions and displays, in liaison with Facilities and Visitor Experience teams, including participating in the Health & Safety Committee
- To prepare Risk Assessments and Method Statements as required, ensuring a safe working environment
- To ensure installation teams have received required Health & Safety equipment and training
- To maintain a risk register for Programme and mitigate risks as required
- To undertake other duties as may reasonably be required

Person Specification

Essential

- Significant experience in a museum, gallery or other comparable organisation
- Experience of fine art logistics and gallery administration
- Experience in project management
- Ability in forward planning, anticipating workload and effectively resourcing projects
- Ability to work on multiple projects at once and prioritise workflows
- Experience in contracts
- Knowledge of Health and Safety at work
- Excellent organisational skills, including attention to detail and accuracy
- Excellent written and verbal communication skills
- Excellent IT skills and record keeping
- Ability to lead a team, to line manage and support individual growth

Desirable

- Knowledge and understanding of contemporary visual art
- Knowledge and understanding of curatorial best practice
- Experience of the UK Government Indemnity Scheme
- Experience of UK border agency and arranging visas for visiting artists
- Experience of Art Database systems
- Proficiency in the use of SketchUp, InDesign and Photoshop or similar
- Technical skills are also desirable

About Baltic

Since 2002, Baltic Centre for Contemporary Art has stood as an iconic landmark and much-loved gallery, on the Newcastle Gateshead quayside. We are the largest art gallery in the UK without a permanent collection, free to access and receive over 400,000 visits each year. Baltic boasts four galleries, community spaces, library, sensory room, cafe, shop and rooftop restaurant, and breathtaking views of the Quayside.

We capture the public's imagination with our dynamic mix of awe-inspiring exhibitions, community gatherings, and opportunities to learn. Baltic's daring exhibition programme focusses on new work, platforming local, national and international artists through twelve annual commissions. We have exhibited over 850 artists from 78 nationalities, including world renowned names Martin Boyce, Antony Gormley, Yoko Ono, and Jenny Holzer.

Baltic inspires the next generation of artists by empowering children and young people to experience art, create art and enhance their confidence, skills and wellbeing. We build lifelong engagement, creating clear stepping stones from early engagement with young people via local schools, to supported opportunities and pathways into creative careers. 29% of our visitors are aged below 24, and 41% are Family groups.

Baltic is supported by Arts Council England, Gateshead Council and Northumbria University. We generate earned income through our commercial activities including Baltic Shop, venue hire, donations and catering outlets.

Our Values

We value listening: A listening organisation is a relevant organisation. We create positive impact by understanding and responding to the needs and motivations of our audiences and communities.

We value accountability: An accountable organisation is transparent and rigorous. We build trust by behaving with honesty and integrity.

We value courage: A courageous organisation is bold and takes risks. We platform progressive and thought-provoking ideas and practices.

We value equity: An equitable organisation values equality, inclusion and diversity. We champion equity and challenge racism and prejudice.

We value sustainability: A sustainable organisation is resourceful and environmentally conscious.