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ABN 47 131 297 731

POSITION DESCRIPTION

Date: March 2021

POSITION: Gallery Technician
REPORTS to: Director

HOURS OF WORK: 22.8 hrs over three rostered days

JOB PURPOSE: Support gallery operations including exhibitions installation and de-installation; assist with collection and exhibition preparation; technical support; assisting with functions/events set-up and building and facility maintenance issues; assist with the tours & loans program.

ABOUT THE ORGANISATION:

The New England Regional Art Museum (NERAM) is a not-for-profit Company Limited by Guarantee that manages one of the leading regional art galleries in New South Wales, with six galleries of exhibition spaces, a café, artist residence, art class studio, shop and the Museum of Printing.

NERAM holds a number of significant collections including the Howard Hinton Collection, the Chandler Coventry Collection, the Armidale City Collection and the New England Regional Art Museum (NERAM) Collection which cover a broad range of Australian art history across the visual arts. NERAM hosts exhibitions curated from its own collections, visiting art exhibitions from around Australia and by local artists as well as a program of educational programs and activities for all ages.

NERAM's Mission is to provide a well-resourced cultural centre that embraces dialogue, interaction and learning; that encourages the exploration and discovery of our outstanding collections and that connects our community and its visitors with art.

NERAM receives annual funding support from the Armidale Regional Council, the New South Wales Government through Arts NSW and from the Margaret Olley Art Trust. NERAM also raises funds and project support from other funding bodies and supporters including the NERAM Foundation and the Packsaddle group. NERAM generates additional income through entrepreneurial and philanthropic activities including shop and merchandise sales, memberships of the Friends of NERAM Inc., art class registrations, selling exhibitions, business sponsorships and private donations.

RESPONSIBILITIES:

The Gallery Technician assists in ensuring that NERAM's facilities are clean and safe as well as providing technical, logistical and other support to staff delivering exhibitions and other programs.

Exhibitions:

Under the supervision of the Manager, Curatorial and Exhibitions:

- Assist with the installation and de-installation of exhibitions including pre-planning logistical, technical, lighting, space and equipment/furniture requirements and supervision and training of volunteers;
- Maintain and prepare galleries, workshop and other areas for use;
- Support the delivery and collection from NERAM of touring exhibitions, loans, crates and equipment as required;
- Work with NERAM staff and volunteers to move, unpack, prepare, hang, light and label exhibition content as required;
- Liaise with external providers (eg signwriters, painters, designers, hire companies, workshop material and artwork preparation suppliers etc) to support exhibition requirements;
- Assist with logistics, packing, transportation and of artworks.

Collections:

Support the Registrar and Collections Manager:

- Assist with the preparation of permanent collection artwork including mounting, framing and movement of artworks in storage ;
- Management of crate, framing and plinth inventory and storage, and requirements for crate modification;
- Assistance for the general requirements of tours and loans program.

Technical support:

Assist with maintaining the building, furnishings and equipment including:

- Track, maintain and operate, audio-visual and lighting equipment and provide advice about future needs and potential upgrades;
- Support the planning and ongoing delivery of lighting, audio-visual displays and other technical aspects of exhibitions, events, workshops, classes and other activities as required;
- Work with external contractors and venue hire clients to deliver technical support.

Functions/event set-up:

Assist with planning and delivery of events and activities including talks, workshops, exhibition openings and other functions including:

- Provide technical support to set-up and take-down AV equipment, furniture and other requirements for functions and events;
- Support event suppliers to set up and deliver services to gallery users.

Building and facilities:

Support NERAM staff to:

- Liaise with external contractors (cleaners, services, gardeners etc) regarding access for cleaning, maintenance and repairs necessary to building, systems and furnishings as required;
- Monitor and adjust Building Management System, security, fire, lighting and other systems to ensure gallery is operating efficiently;
- Monitor and report on building, cleaning and storage issues around NERAM and assist with general maintenance, repairs, cleaning gardening/ mowing if required;
- Prepare and maintain artist residence for use as required including basic cleaning, replenishing of supplies organising laundry changeovers;
- Ensure that the work environment and public spaces meets cleanliness and WHS requirements at all times.
- Ensure that the Museum Workshop and Loading Dock areas are tidy and maintained, including frame storage

General:

This role will have some physical requirements including lifting and carrying equipment, using power tools, climbing ladders and working at height in an indoor and outdoor environment.

This role may be required to work at the information desk in frontline delivery of visitor services.

Weekend and after-hours work will be required to assist with functions and events, flexible arrangements can be made with your manager.

Personal attributes:

NERAM is looking for people to join a small creative team who are:

- Self-motivated, enthusiastic and possess a positive work ethic;
- Have problem solving skills and attention to detail;
- Ability to engage with the general public;
- Display professional conduct and behaviour;
- Understand principles of EEO, WHS and apply them in the workplace.
- Have excellent practical skills and are willing to work flexibly with a broad team which can include Volunteers

Key Selection Criteria:

KSC1:

Experience in handling works of art including preparing artworks for display; installing and de-installing exhibitions and using gallery hanging systems.

KSC 2:

Demonstrated technical knowledge and experience in using lighting and audio-visual equipment within an art gallery, museum, theatre or event management context.

KSC 3:

Good computer and written skills including experience in using Word, Excel and Powerpoint.

KSC 4:

Demonstrated sound communication, interpersonal and customer service skills.

KSC 5:

A current Class C Drivers Licence and working at height certificate (or be prepared attain relevant qualification).

KSC 6:

Desirable:

- Experience in working with volunteers;
- Knowledge of design, video and multi-media software and equipment;
- A current First Aid certificate or prepared to do course;
- RSA certificate;
- Experience or interest in curatorial or collection management practices.
- Excellent practical skills