

# Whitechapel Gallery

## Exhibitions Technician Recruitment pack

Whitechapel  
Gallery



## Whitechapel Gallery

Whitechapel Gallery was founded in 1901 by the pioneering educators and philanthropists, Samuel and Henrietta Barnett, with the aim of bringing great artists, art and ideas from around the world to the people of East London. Now, over 120 years later, the Gallery is renewing its commitment to our founding mission. We recognise the importance of our pioneering history as a place for contemporary art and ideas that sits in the heart of the East End, and the opportunities that this offers to collaborate and connect with global, diverse communities, locally and around the world.

Over the years, we have grown exponentially in both ambition, outreach and influence, welcoming some of the world's most significant and visionary artists to our East London home; showcasing thought-provoking art and ideas from across the globe (including China, Brazil and the Islamic world); exploring topical, often challenging, themes and issues; and championing local and emerging talent.

We are hugely proud of our history and believe we have a continuing, and important responsibility to expand on our legacy and remit, ensuring our programme reflects the times we live in, speaks to, and with, diverse artists and audiences and enables an even greater range of voices, cultures and visions to rise to the fore. Above all, we recognise the critical role that art can play in firing up imaginations, reflecting lived experiences and opening up new possibilities for thinking, feeling and dreaming.

Gilane Tawadros, Director



## Our Vision and Mission

### Our Vision

The Whitechapel Gallery will occupy a distinctive and radically different position in the social and cultural landscape. We will build on our pioneering history as a place for contemporary art and ideas, translating and animating it for our time.

### Our Mission

The Whitechapel Gallery is a ground-breaking art institution that has existed for over 100 years. We make contemporary art and ideas accessible to local and global audiences in the East End of London, recognising the critical role that art can play in firing up our imaginations, reflecting our lived experiences and opening up new possibilities for thinking, feeling and dreaming.



## Our Approach

We are proud to be a cultural institution that is **locally embedded and globally connected**. Whitechapel is a gallery and a geographical location, located accessibly on the high street (with a tube station in our basement!)

We want our building to be a **soulful and intimate destination** for local, national and international visitors: a social and civic space that is free and open to all.

**Education** sits at the heart of the Whitechapel Gallery. Our programme emphasises close collaboration with local families, schools and communities, whom we value as key stakeholders in our organisation.

We take risks in programming lesser-known and neglected artists and in **making challenging artworks and ideas accessible** to all our audiences, putting artists and ideas at the centre of everything we do.

We focus proudly on the work of **women artists and artists of colour**, championing their contribution to contemporary art and society and forging connections with new audiences, partners and participants in the Gallery's programmes.

We are committed to making the Whitechapel Gallery a **permeable cultural institution that spills beyond its gallery walls**, actively seeking partnerships beyond the Gallery, and creating opportunities for artists and audiences to shape and influence what we do.

We are unafraid to work with artists and ideas that address and expand thinking around the **key socio-political issues and concerns** of our times.

We are dedicated to safeguarding the long-term future of the Whitechapel Gallery by building its cultural, social and political capital and ensuring its **sustainability – artistically, environmentally and economically**.



## Exhibitions Technician

### The Role

The Exhibition Technician assists the Gallery Technical Manager in the safe and professional delivery of the Gallery's exhibition programme, gallery events and hires. The role requires that the Exhibition Technician, with support from the Gallery Technical Manager, helps to direct a team of freelance Technicians/Art Handlers. The Exhibition Technician will be responsible for the upkeep and maintenance of a workshop and stores, ensuring all exhibition facilities are fit for purpose and Health and Safety compliant. The Exhibition Technician will also routinely assist the Gallery Technical Manager in the upkeep and conservation of all installed exhibitions. In addition, the Exhibitions Technician may be asked to lead on the installation of small displays and deputise for the Gallery Technical Manager as required.

### Accountability

The Exhibition Technician is part of the Exhibitions Team and is managed by the Gallery Technical Manager.



## Key Responsibilities

### Installations

- Assist with the safe and professional installation of the exhibitions programme as a member of the Exhibitions Department.
- Oversee the loading, unloading and handling of art works, liaising with curators, couriers and conservators in a manner consistent with Whitechapel protocols.
- Assist the Gallery Technical Manager in working with artists, the Exhibitions and Education Teams to organise the installation of loaned works and to produce commissioned new work.
- Assist the Gallery Technical Manager with the preparation of and maintenance of all necessary equipment, display and other installation infrastructure.
- Be the first point of contact for technicians, overseeing their working day and acting in a senior technician/technician coordinator role.
- Liaise with the Operations team on exhibition Health & Safety issues, maintaining a Health & Safety conscious environment throughout installations and ensuring that all access requirements and security provisions are in place.
- Lead on maintaining workshop and stores during installation periods to ensure all exhibition facilities are usable and up to H&S standards.
- Supporting with the fabrication of exhibition and or event display furniture site.

### Maintenance

- Routinely monitor and clean exhibitions to ensure that they are presented to the highest standard.
- Routinely maintain the galleries, workshop facilities, tools and Exhibitions store, making sure that Exhibitions infrastructure is fit for purpose.
- Assist the Gallery Technical Manager to ensure that all building Health & Safety standards are met, paying particular attention to the galleries, workshop facilities, tools and Exhibitions store.
- Maintain an inventory of tools owned by the Gallery and a note of their condition.
- Plan and maintain a schedule for servicing, maintenance and certification of installation equipment, ensuring that deadlines are met
- Maintain an inventory of exhibition material and other production elements.

## General

- Representing the Gallery at relevant public and networking events.
- Assisting, when necessary, with the set-up of events and gallery hires in the building.
- Act as a key holder and Duty Manager for the Gallery during installation periods, events and hires as needed.
- Communicate to all parties any cross-department information regarding such issues as gallery maintenance, installation, access and security requirements, and co-ordinate any cross-department actions.
- Working with the Gallery Technical Manager to co-ordinate all gallery conditioning requirements, ensuring the proper reporting procedures are in place.
- Assist the Gallery Technical Manager with the installation planning, including hire of freelance Technicians/Art handlers, and specialist equipment.
- Assist the Gallery Technical Manager in managing and developing the register of freelance technicians, including identifying suitable candidates, and monitoring certifications and insurance.

## Other

- Assist the Technical Production Manager, with support from the Gallery Technical Manager, on event and hire event delivery.
- Any other duties that may be reasonably requested by the Gallery Technical Manager and or Head of Exhibitions.

*These are a guide to the contents of the job and the skills and experience required. Job content may change over time and are not part of the contract of employment.*





## Person Specification

### Essential qualities include:

- Strong practical abilities, including hands-on skills such as basic carpentry, and competence with tools.
- Strong organisation and communication skills.
- Ability to plan own workload.
- Ability to communicate effectively in person and using a variety of digital tools.
- Excellent time management skills.
- Ability to work effectively in a team under minimal supervision.
- Good management and experience of supervising individuals and teams.
- General knowledge of Audio-Visual equipment and setup; such as projectors, sound systems, and display monitors.
- Strong affinity with contemporary art and artists, as well as interest in education, access to the arts and community programmes.
- The ability to act with tact and diplomacy with individuals from a variety of situations and backgrounds.
- Good level of skills in Microsoft Word, Excel and e-mail.
- Practical awareness of Health & Safety issues.

### Qualities that are desirable for this role are:

- Interest in the innovative use of public spaces.
- Basic electrical skills.
- Basic Sketchup and or other CAD based programs.
- Experience of art handling and art conservation.
- Qualifications or experience in the use of Genies / Stackers / Mobile Scaffolding.

*Whilst the above person specification offers a useful guide to the experience level expected, we welcome – and encourage - applications from anyone who feels they could bring alternative, equally beneficial skills, experience and perspective to the role.*



## Conditions of Work

Contract: Permanent

Hours of work: Full-time (36.25 hours). Monday to Friday, 9:30am – 5:45pm (with one hour unpaid lunch). During install periods working hours are 8:30am-5:30pm.

Salary: £28,000-£29,000 per annum dependent on experience

Probationary period: 6 months

The period of notice is 2 months in writing on either side. During the probationary period this will be reduced to one week notice from both parties.

Due to the nature of the job, flexibility may be required to your normal working hours.

Additionally, some early morning, evening and weekend work might be required, as well as occasional travel. The additional hours will be compensated by time off in lieu.

## Benefits

### Annual Leave

Staff are entitled to 25 days' paid holiday, plus statutory bank holidays. Annual leave entitlement is increased every 3 years by an additional day, capped at 5 days.

### Pension Scheme

All staff are eligible to participate in the group personal pension scheme, with the Gallery contributing 5% of your gross annual salary.

### Employee Assistance Programme

All staff have access to our Employee Assistance Programme, which includes a 24/7 compassionate helpline, expert advice and up to six free counselling sessions.

### Training Opportunities and Travel Grant

We offer a range of training opportunities and learning programmes, including apprenticeships. To support your development and encourage exchange with peers, all permanent staff are eligible for a £200 annual travel grant (pro-rata).



### Discounts

Staff receive discounts from the Gallery bookshop and from the café, both subject to availability. Staff receive discounts on editions (one per edition) and publications (subject to availability). Staff are entitled to a 75% discount on Gallery 2 hire (the hire fee element only) and 50% on all other spaces, both subject to availability.

### Cycle to Work Scheme

For the benefit of both you and the environment, you can loan a bike through a Cycle to Work scheme.

### Exhibitions

For each exhibition at Whitechapel Gallery, staff are invited to a guided tour by a curator. Most major museums and galleries in London, and some beyond, grant free entry to exhibitions on presentation of your staff card.

### Events

Staff can request one complimentary ticket for their own use for each public event at the Gallery, subject to availability.





## How to apply

Please return the application form in PDF format to [recruitment@whitechapelgallery.org](mailto:recruitment@whitechapelgallery.org)

In the email's subject line, type your full name followed by the job title. We would be grateful if you would fill in and return the Diversity Monitoring form with your application. When the application is received, the Diversity Monitoring form is removed and does not form part of your application. The information from these forms helps us monitor our recruitment campaign's effectiveness.

Unfortunately, due to the volume of applicants for advertised positions, we cannot contact unsuccessful candidates or give feedback on application forms. If you are still waiting for a response from us by the advertised interview date, please assume that your application has been unsuccessful.

## Access for people with disabilities

Please contact the Recruitment Team at 020 7539 3320 or via [recruitment@whitechapelgallery.org](mailto:recruitment@whitechapelgallery.org) if you cannot complete this form electronically or would like further access information. We accept video applications and audio applications. We are committed to offering an interview to disabled candidates who meet the minimum criteria for the job. By 'minimum criteria' we mean that the individual must provide us with evidence in their application form, which demonstrates that they meet the qualifications, skills or experience defined as desirable in the Person Specification.

## Equality, Diversity & Inclusion

We want our workforce to represent all sections of the community and expect all our workers to firmly commit to working with the Gallery to create an equal, diverse and inclusive workplace. Our ambition is to reflect society and to create a diverse, inclusive and welcoming environment for all to experience art.

