Post Title: Museum Technician

Grade: F

# Job Purpose

To promote the Council’s vision, values, aims, objectives, and priorities actively and effectively, putting our citizens first through the delivery of best value services.

**Nottingham City Council Museums and Galleries – *a world of wonder on our doorstep …***

* To support the Exhibitions Curator to design, develop and create outstanding display, exhibitions and interpretation projects for Nottingham Castle Museum & Art Gallery, and our other Museum sites as required, using a variety of materials, equipment and technical expertise for the purpose.
* A creative and experienced individual with exceptional knowledge of historic and contemporary exhibition display practice, the Technician will also support the administration and delivery of temporary exhibitions and collection displays.
* Responsible for the management of all exhibition installations and deinstallations, including the resourcing and line management of temporary staff to help fulfil their duties, and leading on all build and display requirements.
* To ensure that the sensitive needs of museum collections and those of visitors are met fully and safely within work undertaken.

# Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours,

linked to the following four themes:

* **Individual Leadership**: by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
* **Equality Diversity & Inclusion**: by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council’s Code of Conduct.
* **Change & Innovation**: by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
* **Collaboration**: by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

# Specific Duties

1. To work as part of a creative team in 3-D and 2-D production, development, installation and maintenance of exhibitions and displays at various sites, utilising a diverse range of media within the resources available.
2. To be responsible for designs, plans, financial monitoring, purchasing, schedules and production processes of individual projects in liaison with the appropriate persons, as delegated by the Curator of Exhibitions.
3. To ensure that budgets, invoices and financial records are managed in accordance with local authority procedures.
4. To maintain a workshop, manage the inventory of creative technical equipment and to implement repairs/replacements. To manage servicing schedules including working at height equipment/machinery.
5. To collaborate with the Curator of Exhibitions and Exhibitions Assistant to support the preparation of design briefs for exhibition projects and programmes, with or for external designers, art and freelancers where appropriate.
6. Act as project manager for agreed programmes, co-ordinating team members, other service staff, freelance and external resources, as required.
7. To work closely with conservation and curatorial staff to be responsible for the upkeep, maintenance, security, safeguarding, and repair of exhibition displays and loans to UKRG museum standards and insurance requirements.
8. To utilise 3D design programmes to create technical diagrams, exhibition layout plans, exhibition furniture and other structures, to construct onsite using available equipment, or commissioning the fabrication through specialist fabricators.
9. To undertake and regularly review all appropriate risk assessments and safety documentation required for the workshop areas, equipment use and tasks undertaken, including risk assessments and method statements.
10. To participate in Service and corporate initiatives as required, including site management duty rotas and participate in safety protocols, including alarm call-out and business continuity action at specified sites, as directed by the Chief Operating Officer.

**Numbers and grades of any staff supervised by the post holder:**

**None**

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

**This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**Produced by Ron Inglis - Chief Operating Officer [Museums]**

**June 2023**

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| **Job title: Museum Technician** |

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| AREA OF RESPONSIBILITY | **REQUIREMENT** | | MEASUREMENT | | | |
| A | | **AC** | D |
| **Individual Leadership** | Takes personal accountability for own development. | |  | | **🗸** |  |
| Drive and motivation, ability to deliver against challenging objectives. | | 🗸 | | **🗸** |  |
| **Change and Innovation** | Confidence and ability to put forward ideas for change. | |  | | **🗸** |  |
| Ability to be creative, to be able to identify problems and work to create solutions. | | 🗸 | | **🗸** |  |
| **Collaboration** | Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships. | |  | | **🗸** |  |
| Evidence of actively working with others to improve collaboration internally and externally. | | 🗸 | | **🗸** |  |
| **Equality, Diversity, and Inclusion** | An understanding of why it’s important to consider equality, diversity, and inclusion in all that we do. | | 🗸 | | **🗸** |  |
| Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham’s people. | | 🗸 | | **🗸** |  |
| **Technical Skills and Knowledge** | Sound working knowledge of Information and Communication Technology (ICT) for exhibition design and planning such as SketchUp or AutoCAD; e‑mail and Web access; digital imaging, as well as MS Word, Access, and Excel basics. | | 🗸 | | **🗸** |  |
| Knowledge and experience of audio-visual equipment specifically for the presentation of artwork in a gallery setting. | |  | |  |  |
| Experience of working in a museum, gallery or special collection environment, installing and handling artworks and artefacts. | | 🗸 | | **🗸** |  |
| Knowledge and experience of museum documentation, object handling procedures and report writing. | | 🗸 | | **🗸** |  |
| Experience of managing exhibition installs in consultation with internal and external stakeholders, as well as managing and sourcing specialist freelancer support when required. | | 🗸 | | 🗸 |  |
| Individual proven experience of leading the design and fabrication of exhibition furniture, vitrines, and display staging for a museum or gallery setting, for a wide variety of artefacts and uses. | | 🗸 | | 🗸 | 🗸 |
| Attention to detail in tasks undertaken | | 🗸 | | **🗸** |  |
| Commitment to continuing professional development. | | 🗸 | | **🗸** |  |
| Creative approach to problem solving. | | 🗸 | | **🗸** |  |
| Clear spoken and written communication, including excellent presentation skills | | 🗸 | | **🗸** |  |
| Ability to communicate effectively in writing, face-to-face and by telephone. | | 🗸 | | **🗸** |  |
| Ability to work and liaise with a wide range of people from different professions | | 🗸 | | **🗸** |  |
| Efficient planning of work and effective time management skills, remaining calm under pressure. | | 🗸 | | **🗸** |  |
| Able to work on own initiative and as part of a team | | 🗸 | |  |  |
| Able and willing to work across all museum and gallery sites. | | 🗸 | |  |  |
|  | Understanding GIS and associated environmental and display requirements of Museum displays. | | 🗸 | | 🗸 |  |
| **Qualification requirement** | Relevant technical training to Degree / Diploma in Art & Design, Computer Design Technology or equivalent, or equivalent experience | | 🗸 | | **🗸** | 🗸 |
| **A - Application** | **AC – Assessment Centre** | **D – Documentary** | |

**Post reference number: LCSCHPRGOF01**

**JEID Number: JE000001073**