

Spike Island

JOB DESCRIPTION

Senior AV Technician

Key objectives:

- Plan, coordinate and deliver Exhibition Services for artists, galleries and museums, with a focus on hiring and installing audio visual (AV) equipment.
- Maintain systems and processes that enable Exhibition Services to develop and function efficiently and effectively.

Responsible to/for:

The Senior AV Technician is responsible to the Exhibition Services Manager.

The Senior AV Technician is responsible for freelance Technicians and other support staff as appropriate.

Key outputs:

1. Work with the Exhibition Services Manager and Technical Consultants to design, plan, coordinate and deliver AV focused services for artists, galleries, museums and commercial clients, with a focus on hiring and installing AV equipment.
2. Assist with schedules, transport and logistics to ensure that our Exhibition Services are fulfilled as agreed/contracted to a deadline.
3. Prepare and supervise the work of freelance technicians for safe and well-managed AV installations during off-site project delivery and on-site programme exhibitions. This includes the production of detailed install instructions and designs for teams to follow.
4. In conjunction with the Exhibition Services Manager, supervise and problem-solve with teams of technicians working off-site.
5. Maintain Spike Island's AV store through regular equipment testing and maintenance, stock takes and selling underused assets.
6. Advise and contribute to equipment renewal planning according to client / sector needs and equipment life cycle.



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7. Maintain the in-house rental management system (Current RMS), including monitoring the use of equipment and keeping asset inventories up to date.
8. Assist with Exhibition Services enquiries, quotations and orders, including advising and discussing a range of technical solutions with clients to best fit budget and other limitations. This includes R&D and testing, visiting clients off-site and working with external technical partners.
9. Use software tools such as SketchUp and Lucid to assist with installation design, system integration plans, operation guides and technical spec sheets.
10. Work with the Exhibition Services Manager to co-ordinate installs/de-rigs and produce documents, layouts, RAMS, schedules and communicate these with relevant staff, suppliers, venues and freelancers.
11. Provide specialist AV technical production support to Spike Island's Programme team, commissioned artists and external partners in conjunction with the Exhibition Services Manager. This will include working with the Senior Technician and Programme team to design, deliver and produce the AV elements of Spike Island exhibitions, commissions and events.
12. Occasionally editing video and digital files, producing showreels and preparing media playback devices for exhibitions, as directed by the Exhibition Services Manager. This includes using DaVinci Resolve, Premiere Pro and Adobe Creative Suite. You will also support the Programme team and Exhibition Services Manager by working closely with artists and clients when necessary and delivering clear and accessible ways of interpreting AV artworks using subtitles and audio descriptions.
13. Contribute to the recruitment and training of freelance and payroll technicians, as well assisting with the scheduling and coordinating of their workloads during installations.
14. Contribute towards the development and long-term strategies for SIES, including visibility and marketing, relevant services and expansion, client development and growth.
15. Be required to travel to and work off-site when providing Exhibition Services to clients and organisations outside of Bristol.
16. Advocate for Spike Island Exhibition Services within the contemporary arts and keep up to date with sector developments to inform a relevant, high-quality service.
17. Ensure compliance with health and safety records and procedures relating to equipment and resources, including carrying out risk assessments related to Exhibition Services projects, equipment and resources.

18. Undertake training and skills/personal/professional development.
19. Operate in accordance with the organisation's employment, Health and Safety, Equal Opportunities and other legal requirements, organisational practices, policies and procedures.
20. Contribute to our aim to increase diversity across the organisation.
21. Collaborate across teams and carry out any other duties commensurate with the role.



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