

# Spike Island

## JOB DESCRIPTION SENIOR TECHNICIAN (ARTISTIC PROGRAMME)

### Key objectives:

- Working with invited artists, the curatorial team and freelance and payroll technicians to design, plan and deliver the technical aspects of all exhibitions and events at Spike Island.
- To maintain Spike Island's galleries and technical stores and equipment.

### Responsible to/for:

The Senior Technician (Artistic Programme) is responsible to the Curator.

The Senior Technician (Artistic Programme) is responsible for freelance and payroll technicians.

### Key outputs:

1. Work with invited artists and the curatorial team to design, plan and deliver the technical aspects of all exhibitions and events at Spike Island. This is a physical role which requires manual handling, working at height and the regular use of power tools and equipment.
2. Support the Programme team to schedule, budget and produce installations and events by being responsible for booking technical staff and equipment; carrying out risk assessments and method statements; ordering materials and obtaining quotes from suppliers; and coordinating the fabrication of artwork and/or gallery displays and furniture when necessary.
3. Contribute to exhibition budgets by providing quotes and costs for installation materials, equipment, technicians and external contractors.
4. Schedule, coordinate and manage freelance and payroll technicians' tasks and workload during installations. Provide install schedules for technicians and Programme team.
5. Ensure that all constructions and installations are in line with Health & Safety policies and Spike Island's public liability. Provide risk assessments and method statements for installation periods and events (to be counter-signed by another competent person), manage record keeping and maintain up to date reports. Where necessary work with external contractors such as electricians or structural engineers to sign off projects within the gallery.
6. Work directly with invited artists to develop ideas through digital modelling, testing materials or creating maquettes.
7. Use software tools such as SketchUp to develop designs and plans for installations, artworks and build projects.



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8. Work closely with the Spike Island Exhibition Services team to design, plan and install AV installations within Spike Island's galleries.
9. Ensure that artworks are safely handled and installed, and appropriately documented. Produce condition reports, art handling and installation manuals, and other technical instructions as required.
10. Prepare artwork for transportation, including packing artists' editions and coordinating the design and fabrication of crates when necessary, as well as being on site to receive and/or dispatch shipments.
11. Maintain Spike Island's galleries and equipment through regular servicing checks. Ensure compliance with health and safety records and procedures relating to equipment and resources, including carrying out risk assessments.
12. Maintain Spike Island's technical stores. Order and maintain all tools, supplies and stock related to the technical department and exhibitions.
13. Lead on the recruitment and training of freelance and payroll technicians.
14. Undertake training and skills/personal/professional development as required of the role.
15. Advocate for Spike Green Futures and work to reduce Spike Island's carbon footprint. Embed sustainability across art-production, build and installations; reuse or extend the life of exhibition furniture and components where possible; prioritising circularity.
16. Provide or arrange technical support for events, workshops and activities, including online events where necessary.
17. Oversee financial processes related to the gallery and technical budgets, to be signed off by the Deputy Director.
18. Contribute to a culture of good communication and strong support for artists invited as part of the programme.
19. Liaise with the Exhibition Services, Operations and Visitor Services teams to ensure that the programme runs smoothly.
20. Support Exhibition Services and the Operations team with any technical or operational issues as and when necessary, as well as maintaining good knowledge of Spike Island's security and fire alarm systems.
21. Operate in accordance with the organisation's employment, Health and Safety, Equal Opportunities, Code of Conduct and other legal requirements, organisational practices, policies and procedures.
22. Operate in accordance with Spike Island's Safeguarding policy.
23. Contribute to our aim to increase diversity and inclusion across the organisation.



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24. Collaborate across teams and carry out any other duties commensurate with the role.



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