

# Spike Island

## PERSON SPECIFICATION: SENIOR TECHNICIAN (ARTISTIC PROGRAMME)

Assessment Methods:  
App = Application form  
Int = Interview  
Task = Task

Attributes:	Essential:	Desirable:	Assessment Method: App/Int/Task
<b>Qualifications:</b>			
First Aid at Work certificate, or a willingness to undertake training.	●		App
IOSH Managing Safely training completion, or a willingness to undertake training.	●		App
PASMA (or equivalent) training completion including Working at Height, Access Towers for Users.		●	App
IPAF (MEWP) training completion, including working with scissor lifts.		●	App
PAT/EET Training Competent Person certificate.		●	App
Counterbalance Forklift training certificate.		●	App
Current UK driver's licence.		●	App
<b>Knowledge:</b>			
High level knowledge of installing art exhibitions and/or installations within creative environments.	●		App/Int
Active interest in developments in the visual arts, the installation of exhibitions and changing industry practices.	●		App/Int
Good knowledge of current statutory health and safety regulations, including PUWER, LOLER and COSHH.	●		App/Int
Good knowledge of art handling, including best methods for hanging and displaying artworks and safely packaging artworks for transportation.	●		App/Int



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Working knowledge of how to design and build exhibition furniture, crates and temporary structures within a gallery.		●	App/Int
An active interest in and knowledge of contemporary art and the wider arts and culture sector.		●	App/Int
Knowledge of sustainable practices within art and exhibition production.		●	App/Int
<b>Experience:</b>			
Proven track record of working in an arts venue or equivalent experience, together with a high-level knowledge of installation processes for exhibitions within a creative environment.	●		App/Int
Experience of working as a technician installing artworks for gallery spaces, to a high level of competence.	●		App/Int
Proven professional experience of managing a team of technicians on an exhibition install or similar project.	●		App/Int
Experience of managing budgets including providing quotes; costing for build and/or installation projects; and processing invoices.	●		App/Int
Professional experience creating and delivering installation schedules for creative projects.	●		App/Int
Experience in artwork documentation including producing and filling out condition reports and installation manuals.	●		App/Int
Experience using 3D modelling software such as SketchUp to design and provide plans for installations, artworks and build projects.	●		App/Int
Experience writing risk assessments and method statements for art installations or similar projects.	●		App/Int
Professional experience of working with external contractors.		●	App/Int
Experience of working with web-based project management applications including Trello and Slack; and customer relationship management (CRM) applications, such as Donorfy.		●	App/Int
Experience in operating sound, audio visual and recording equipment for events and presentations.		●	App/Int
<b>Skills and attributes:</b>			
Proficient in build and carpentry including building temporary gallery walls and exhibition furniture.	●		App/Int



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Confident managing a technical team and maintaining a can-do attitude, even under challenging circumstances.	●		App/Int
The ability to work to strict deadlines for the completion and delivery of gallery exhibitions and programme related events.	●		App/Int
The ability to communicate effectively with artists of international status, as well as external collaborators, including galleries, museums and artist's estates.	●		App/Int
Good interpersonal and organisational skills.	●		App/Int
Ability to work at height and willingness to undertake professional training in powered access equipment, including scissor lifts and scaffolding towers.	●		App/Int
An eagerness to learn and gain additional skills around developing technologies.	●		App/Int
A good level of competence with office software and systems, including Microsoft Outlook, Word and Excel, and an ability to learn new IT practices and processes as required.	●		App
<b>Circumstances:</b>			
Living with an easily commutable distance from Bristol, or a willingness to relocate.	●		App/Int
A willingness to work flexibly, including evenings and weekend where necessary to meet the demands of the job.	●		App/Int
All posts at Spike Island require the right to work in the UK (usually UK residency or a valid work permit).	●		App

**Terms and Conditions of Appointment:**

**Job description:**

The job description is a guide to the targets that the Senior Technician (Artistic Programme) (Maternity contract) is expected to achieve. They may be changed from time to time by agreement to meet changing circumstances.

**Term:**

This post is offered on a maternity cover contract. Minimum 11-month contract with possibility of extension up to one year.



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<b>Normal hours of work:</b>	<p>Normal hours of work are 28 hours per week based on-site at Spike Island, with flexible working available.</p> <p>Normal working hours are 9am–5pm, Tuesday to Friday.</p> <p>Hours to increase to full time (35hrs) per week during exhibition changeover periods (three weeks per three seasons a year).</p> <p>You will be entitled to an unpaid lunch break of one hour each day.</p> <p>Spike Island operates a time off in lieu policy which may be taken in respect of hours worked over and above normal contractual hours, provided by agreement with the line manager.</p> <p>Spike Island operates a flexible working policy, with working hours to be agreed on appointment.</p>
<b>Salary:</b>	£28,500 p.a pro rata
<b>Pension:</b>	On completion of three month’s service, you would be eligible for auto enrolment in to Spike Island’s workplace pension scheme.
<b>Annual leave:</b>	In addition to bank/public holidays, employees are entitled to 25 days annual leave on full pay (pro rata).
<b>Probationary period:</b>	This post is subject to a probationary period of three months. There will be a staff review at 3 months and again at 6 months. This period can be extended but by no more than 6 weeks in any circumstances.
<b>Notice period:</b>	Upon completion of the probationary period, employment is subject to a two-month notice period.
<b>Benefits:</b>	<p>Spike Island offers access to the following schemes:</p> <ul style="list-style-type: none"> <li>• Cyclescheme</li> <li>• Access to Employee Assistance Programme</li> <li>• Membership to Spike Island Associates</li> <li>• Staff discount in Emmeline café</li> </ul> <p>All such benefits apply during the course of your employment only.</p>



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