



## **Main Duties and Responsibilities:**

### **Gallery Technician**

Deliver the proactive and reactive maintenance of gallery exhibits throughout the museum and the installation of exhibitions and displays, to ensure a consistent high-quality experience for visitors.

Role family: Operations  
Salary: Band F  
Line Manager: Technical Manager

### **Management / Supervision:**

n/a

### **Areas of responsibility and accountability:**

- Input into the maintenance and development of high-quality exhibits in the Museum's galleries, in particular lighting and interactive exhibits.
- Ensure speedy resolution to faults and issues as they occur, communicating effectively to the wider team estimating the time required to resolve.
- Execute a planned preventive maintenance regime for the galleries.
- Perform exhibit maintenance including starting-up, cleaning, testing, minor repairs and replacement of spare components to maintain the safe and secure operation of public galleries
- Input into the museums self-sufficiency regarding the development and maintenance of software applications, updating software and multi-media where possible.
- Provide technical assistance during the installation and removal of temporary displays / exhibitions.
- As a Fire Marshall input into fire evacuation procedures in conjunction with the Operations Manager and Technical Manager.
- Input into the planning and development of media processes throughout the museum liaising with other depts as required.
- Liaise with the Venue Sales Manager and the Programmes Producer to ensure appropriate AV and lighting is available if rota'd to cover the event and create multi media displays a required.

### **KPIs:**

- Visitor NET promoter score
- Gallery exhibits / interactives present and correct
- Temporary Exhibitions / planned gallery improvements, completed on time

### **Health and Safety Responsibility:**

- Employee
- Fire Marshall

**Qualifications and Experience**

- Trained in safety procedures relating to electrical equipment
- Experience of maintaining audio visual equipment and interactive displays in an exhibition and event context
- Extensive experience of working with office IT systems and desktop applications
- Knowledge of audio visual systems and equipment.
- Creative and logical with problem solving skills
- Able to work under own initiative
- Experience and skill in the use of Adobe creative suite.