



JOB DESCRIPTION & PERSON SPECIFICATION

SERVICE AREA:	Cultural Services	POSITION NO:
SECTION:	Museums	GRADE: 4
JOB TITLE:	Museum Technician	DATE PREPARED: 9 th September 2014
EVALUATION DATE:	3 July 2015	JE NUMBER: HCL018

BACKGROUND: Humber Museums Partnership

This post is funded by the Arts Council as part of the Humber Museums Partnership (HMP) a collaboration of the museum services of Hull, North Lincolnshire and the East Riding of Yorkshire. As a Major Partner Museum consortium our aim is to deliver the HMP Business Plan, contributing to ACE's strategic goals for museums. This post forms part of that plan.

Common Tasks for all HMP funded posts

- Collaboration and partnership working with colleagues within the partnership
- Contribution to shared partnership projects and service specific projects
- Contribution to the project data collection process and delivery of shared project targets/goals
- Participation in the partnership's efforts to have a sub regional and regional impact through engaging with to non-partnership stakeholders as required
- Support of independent museums in the area as required

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Company's Equal Opportunities in Employment Policy.

PURPOSE: To provide technical support across the Hull Museums and Art Gallery service, working under the supervision of the senior technician. To install exhibitions, including construction, lighting and audio visual. Maintenance of permanent and temporary displays. Handling of museum objects and fine art.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

- | | |
|----|---|
| 1. | Construct, repair, install and maintain display cases, screens, plinths, barriers and other items of display equipment in consultation with the curatorial staff and the senior technician. |
|----|---|

2.	Maintain permanent displays to enable museums/gallery exhibits to be presented to the public to a high standard, and to minimise risk of damage or deterioration to the collections.
3.	Setting up, constructing and dismantling new displays and exhibitions across the heritage service, including picture framing, glazing, mount cutting, painting etc. to ensure a high standard of visual presentation
4.	Driving and transportation duties, including packing/unpacking, loading/unloading and movement of museum objects and fine art, both long-distance outside the city, and between heritage service sites/other venues in Hull.
5.	Provide to managers costs for technical work/materials/equipment from contractors or companies, for technical work across the heritage service.
6.	Assist with operation and care of audio visual equipment, to ensure they are working at all times. This may also include assisting with events, exhibition openings, or external bookings out of hours.
7.	Support the heritage service in the development and implementation of projects as required.
8.	Handling and moving museum objects and fine art under the supervision of the curator in charge
9.	Assist the rest of the technical team in supporting the curatorial team in delivering a rolling programme of exhibitions across the heritage service, and carry this out to a high standard and to set deadlines.
10.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Company, as your employer and you as an employee of the Company. In addition to the Company's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Company's Corporate H&S policy.

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post holder must be flexible to ensure the operational needs of the Company are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Company.

DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

- 1. Responsibility for Staff:**
No direct responsibility.
- 2. Responsibility for Customers/Clients:**
Working for the curatorial team to deliver projects to attract more visitors to the museums and gallery in the run up to 2017.
- 3. Responsibility for Budgets:**
No budget responsibility
- 4. Responsibility for Physical Resources:**
The technical staff have a shared responsibility for the physical resources of the heritage service, particularly in regard to the museum/gallery collections, and to the buildings which house them. There is a responsibility for a high standard of care required for handling objects/artworks that have come in on loan from other institutions or individuals, some from national museums. The technical staff have shared responsibility for all materials and equipment used.

WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

1. Within Service Area/Section:

All Hull Heritage Service staff
Line-managed by Collections Curator
Senior technician and technical team colleagues
Close working relationship with Front of House Manager and Front of House staff,
Curatorial team, Heritage Learning.

2. With Any Other Council Areas

City Hall technical staff
IT staff
Hull History Centre staff

3. With External Bodies to the Council

Hull College
University of Hull
Building maintenance contractors
Visiting contractors, technicians, or staff from other heritage organisations/artists/
community groups
Private hire individuals and groups

ORGANISATION CHART:

Cultural Services Director

Collections Curator (line manager of post)

Senior Technician (supervisor of post)

Museum Technician

	Tick relevant level for each category						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		X					Although evaluated as 'low' the post holders day to day work will involve heavy lifting, climbing ladders, standing and moving around, on feet all day. Painting galleries, constructing and moving large installations. Moving large heavy screens.
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		X					Although evaluated as 'low' the post holder will be asked to use adhesives, and sometimes work in cramped conditions, or in cold or dirty storage areas
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.	X						Although evaluated as 'low' the post holder will be asked to work to tight deadlines and detailed specifications. Very little time between exhibition installs – high demand for technical help across heritage service.

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation		Essential	Desirable	How identified
1.	Qualifications:			
	Good general education		X	AF
	Numerate and literate in order to complete paperwork, obtain quotes, measure up for exhibition layouts etc.	X		AF
	Technical qualification in engineering, metalwork, joinery, or similar technical skills or equivalent experience	X		AF/CQ
2.	Relevant Experience:			
	Experience of working as a technician in a museum/gallery environment		X	AF/I
	Lifting and handling techniques	X		AF/I
	Building/maintaining exhibitions and displays	X		AF/I
	Carrying out general technical tasks such as joinery, painting, erecting screens, hanging artworks, picture framing.	X		AF/I
	Lighting installations		X	AF/I
	Working with audio visual equipment and setting up for talks, laptop set up etc.		X	AF/I
3.	Skills (including thinking challenge/mental demands):			
	Using various types of building materials	X		AF/I
	Problem solving	X		AF/I
	Lifting and handling a wide range of objects, from very fragile to large and heavy	X		AF/I
	Operation of audio visual equipment	X		AF/I
	Flexible and adaptable to enable the post holder to deliver a wide range of projects and to work cross-service	X		AF/I
	IT skills, to be able to set up laptops, work on a PC to create basic word documents and to complete on-line forms etc.	X		AF/I
4.	Knowledge:			
	Excellent understanding of museum collections display and exhibitions	X		AF/I
	Technical processes and procedures	X		AF/I
	Storage and handling of museum objects	X		AF/I
	Awareness of museum/gallery provision by Hull Culture & Leisure Limited	X		AF/I
	Health and safety procedures when working in a heritage /technical environment	X		AF/I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Good team-working skills	X		AF/I
	Communication skills to enable the post holder to work with a wide range of individuals and organisations, both internally and externally.	X		AF/I

PERSON SPECIFICATION		Tick relevant column		List code/s*
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	Courteous and polite, particularly when dealing with the public	X		AF/I
Written Skills				
	Numerate and literate in order to complete forms and follow administrative procedures	X		AF/I
	To create measured exhibition plans for display cases etc.	X		AF/I
6.	Other:			
	Able to work flexibly including occasional evenings and weekends to ensure the needs of the project are met	X		AF/I
The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.				
7.	Competencies:			
	The competencies listed below are all essential requirements for working at the Company in any post; however, those that have been ticked as essential have been identified as key competencies for this role and will be measured as part of the selection process. They are not required to be addressed in the candidate's application form.			
	Leading forward		N/A	
	Improving services		N/A	
	Analysis and decision making		N/A	
	Making things happen		N/A	
	Communicating with impact		N/A	
	Collaboration		N/A	
	Developing self and others		N/A	
8.	Additional Requirements:			
	None		N/A	
			N/A	
			N/A	
9.	Disclosure of Criminal Record:			
	None required		N/A	
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.	X	N/A	AF(after short listing)