

The background image shows the entrance to a historic building, likely a university. The building is constructed from dark, textured stone or brick with a prominent arched doorway. The archway is made of lighter-colored bricks. Above the arch, there are several windows with dark frames. The foreground is filled with lush green foliage, including a large tree on the right with bright green leaves and a bush on the left. The overall scene is bright and sunny, suggesting a pleasant day.

**NORWICH
UNIVERSITY
OF THE ARTS**

**Technician: Gallery
and Exhibitions
(Fixed-term)**

norwichuni.ac.uk

We are one of the great British art schools: a specialist creative arts university that draws on 175 years of history, with our focus on the future and the role of creativity in addressing global challenges and opportunities.



For further information on Norwich University of the Arts and our Community please visit www.norwichuni.ac.uk

We celebrate diversity and believe it to be at the core of any creative endeavour. Whatever your background, identity and prior experience, wherever you are from, we want you to bring your whole self to work each day, in an environment that recognises your unique contribution.

In choosing to work at Norwich University of the Arts, you will join a community of creative academics, technicians and professional experts who are committed to delivering exceptional Creative Arts Education, Research and Knowledge Exchange. You will work in a stimulating and critically engaged workplace, where the creativity of all our students will develop because of your commitment.

We are renowned for our teaching quality. We have been awarded Gold in the Teaching Excellence Framework (TEF) with the highest possible rating. We are the only creative arts and design university with a triple gold TEF rating.

We are in the Top 10 for Teaching Quality in the 2022 Sunday Times Good University Guide. We are the highest climber in the Complete University Guide 2023 – the highest-ranked specialist creative arts university outside London and were named University of the Year for Student Retention by the Sunday Times 2020 Good University Guide for the support we offer from pre-enrolment to post-graduation.

You will work in the heart of Norwich. We are proud of our award-winning campus, which has played a pivotal role in regenerating an exciting quarter of the city.

Our 21st century teaching spaces and workshops are housed in renovated buildings with Medieval, Victorian and Edwardian heritage. Norwich University of the Arts won the Outstanding Estates Strategy Award at the 2018 Times Higher Leadership and Management Awards.

In support of its new Strategy, the University has recently acquired a new building in the heart of Norwich. Bank Plain, a former bank, is an additional 37,000 sq. ft of space and an ambitious commitment to being a high profile, civic university championing the creative arts.

Ninety-four per cent of our graduates are in work or further study six months after graduation, and Norwich University of the Arts won a Guardian University Award for Employability and Entrepreneurship in 2019 for our innovative 'gamification' of careers advice. You will find our graduates in key positions across and beyond the creative sector and industries.

There are of course Oscar nominees and BAFTA winners, but also rising stars who are honoured across the creative industries: from D&AD Pencil winners, to emerging fine artists, photographers and fashion designers.

We understand that making career choices requires careful consideration. We hope that as you learn about us you will be inspired by our ambitions for the future.

**Professor Simon Ofield-Kerr,
Vice-Chancellor**



Committed to equality and valuing diversity

Norwich University of the Arts is committed to being an inclusive community that offers equality of opportunity and enables our staff and students to flourish and succeed, regardless of their background or personal circumstances.

Our commitment to equality, diversity and inclusion is embedded in everything that we do. We celebrate the diversity of our backgrounds, cultures and actions, promoting art and design as a catalyst of social change.

As such, we are champions for the creative arts; empowering all of our students to be valued and productive members of society, with ambitions to change the world.



A BA (Hons) Film and Moving image Production student setting up in the Sir John Hurt Film Studio

Situated in the historic city centre of Norwich, with an impressive estate that encompasses both historic buildings and brand-new state of the art facilities, the University is a vibrant community that forms the beating heart of the city and region's arts and cultural worlds.

**Technician: Gallery and Exhibitions
(12 months fixed-term)**

18.5 hours per week for 52 weeks per year, Part-time.

Salary:

£13,222 - £15,243 per annum, pro rata from a full-time salary of £26,444 - £30,487 per annum.

Closing date for applications:

15th September 2024 11:59pm

Interviews will be held on:

2nd October 2024

At Norwich we champion transdisciplinary making and creating using traditional, digital and new emerging technologies. To support this we provide a range of high-quality workshops and technical resources where students can explore material and digital thinking to succeed in their creative ambitions.

An exciting new opportunity now exists for an experienced gallery and exhibitions Technician to work with our Curator, visiting artists, academic programmes and research institutes to support planning, co-ordination and technical support for our exhibitions, projects and events, in East Gallery and other locations both on and off campus.

You will work on an exciting programme of interdisciplinary exhibitions, events and artists' projects and be responsible for the technical planning and execution of East Gallery exhibition installations with oversight of student gallery assistants, art handling and gallery maintenance.

You will also provide technical support to students and staff for the Graduate Festivals and other projects across the University where appropriate.

Exciting opportunities will also exist for you to share your knowledge and expertise with our students, delivering art handling and install inductions to groups across all our academic programmes.

The successful candidate will have experience of a range of traditional and contemporary gallery installations along with a strong practical problem-solving mindset and ability to keep themselves well informed of developing technologies in this area.

Please note that the candidate will be required to work flexibly to support the gallery programmes. As a result, working hours during busy periods may be above 18.5 hours per week. Any additional time worked may be taken as time off in lieu and will be agreed in advance with your line manager. This opportunity is available on a 12-month fixed-term basis.





Job Purpose

Demonstrate equipment and techniques and provide support and guidance to students and staff.

Provide technical support and guidance to academic colleagues in studios, workshops, computer labs, technical studios and performance and exhibition spaces as needed.

Ensure all staff and students are working within a safe environment and escalate issues where necessary.



Main Responsibilities

Technical Instruction & Learning

- Design and deliver introductory sessions and demonstrations for resources, equipment, processes for groups and individual students and staff as identified by the Technical Services Manager and/or senior technician
- Take a 'front of classroom' lead in demonstrating the use of hardware, software, and other equipment in workshops and to answer questions related to those demonstrations
- Operate technical resources to support high quality learning and teaching and research activity to enhance the student experience
- Provide guidance and advice to students, helping students to identify and supply appropriate techniques, processes, materials, resources, and equipment to meet learning outcomes
- Provide technical advice, guidance and assistance to academic colleagues, and external clients
- Demonstrate the use of specialist equipment including both digital and traditional equipment as needed
- Design and publish resource information, technical instruction, and other support material in appropriate formats for physical and virtual learning environments
- Plan and organise materials and equipment required for instruction and practical sessions including preparation of materials and setting up of equipment ensuring that it is all working correctly

- Make recommendations on best use of technical resources and future developments to meet changing needs
- Work flexibly as needed to provide technical services across all academic programmes
- Inform development of technical services to meet emerging needs of academic programmes
- Provide technical know-how and expertise in own area of work
- Any other associated duties required by the Technical Services Manager or Head of Technical Services

Resource Management

- Ensure that working spaces and equipment are properly maintained and kept in good order to ensure an appropriate academic and technical working environment
- Undertake routine maintenance and repair of specialist/complex equipment including planned preventative maintenance and on the spot fixes
- Maintain the online equipment loan logging systems, ensuring access to, and return of kit, kit maintenance and supply of related consumables
- Maintain electronic records relating to equipment and consumables such as inventories, records of stock levels and equipment loans and cashless sales systems

- Ensure that standards of work are fully compliant with Risk Assessments, COSHH records and the University's health and safety policies and relevant regulations
- Assist in the planning, preparation, mounting and dismantling of exhibitions showcases and other public events
- Contribute to development of resources and facilities to enhance learning needs, outcomes, research, and commercial activities
- Escalate queries, problems, and higher-level requests to team members as appropriate
- Issue of materials and equipment, including cashless sales

Staffing & Professional Development

- Provide technical guidance to the Support Technicians working within the technical resource areas
- Undertake continuous personal and professional development and maintain a keen interest in technical developments that are relevant to the technical support of academic programmes



Person Specification

Essential

Knowledge & Experience

- Professional experience of working within a gallery or museum as a gallery technician
- Comprehensive knowledge of professional art handling skills, including installation of 2D and 3D objects, textiles, audio-visual artworks, and installation of exhibition interpretation, graphics and vinyl
- Practical skills e.g. carpentry, construction process and correct use of power and hand tools appropriate for a professional gallery setting
- Experience of working with a Google sketch-up model for gallery and exhibition design
- Experience working on projects with a Curator, artists and galleries, to plan and produce artworks and exhibitions to a high standard
- Experience assessing and writing packing notes, condition reports and risk assessments and keeping digital records
- Experience of organising and overseeing fine art transportation

- Awareness of gallery conservation requirements and monitoring, and Government Indemnity insurance standards.
- Knowledge and experience of Health and Safety practices relevant to subject area and the application of risk assessments

Qualifications

- Educated to degree level in a relevant subject and/or equivalent professional experience in a similar role

Ways of Working

- Ability to design and deliver introductory equipment and resource inductions that bring students to a level of competency and understanding where they can work effectively and independently with resources
- Ability to operate a busy workshop environment ensuring health and safety procedures are always followed
- Ability to set personal targets and manage own workload with minimum supervision

- Ability to work proactively on your own initiative, as part of a team and collaborate across different professional groups
- Commitment to providing high quality customer service upholding the quality of user experience

Personal Attributes

- Commitment to own personal and professional development
- An awareness of the professional and industry requirements of future graduates
- Demonstrates diplomacy and liaison skills
- Commitment to gaining professional recognition

Desirable

- Advance HE Associate Fellowship

Further Information

Equality, Diversity and Inclusion

It is important that our University community supports our policy on equality, diversity and inclusion and that each of us reflects this in the way that we work.

Health and Safety

We are all responsible for helping to make the University a safe and healthy place to work and study, ensuring that we are compliant with our Health and Safety Policy.

Policies and Procedures

We should keep up to date with the University's policies and processes which are usually available on our intranet, reflecting these in the way that we work.

Staff Development

Our performance and development activities include appraisal and development reviews, participation in learning and development, and a personal responsibility to maintain our own subject knowledge.

Confidentiality

We must maintain appropriate confidentiality in relation to our work and that of the University.

Variation to Job Description

We may vary your duties and responsibilities outlined in the job description to reflect the changing needs of the University.



General Information

Terms and Conditions of Appointment

On appointment, you will receive a full statement of terms and conditions for your role.

Duties

Your duties and responsibilities are outlined in the job description

Starting Date

This post is offered on a 12-month fixed-term contract to commence as soon as possible.

Hours of Work

The standard hours of work for this role are 18.5 hours per week. Please note that the candidate will be required to work flexibly to support the gallery programmes. As a result, working hours during busy periods may be above 18.5 hours per week. Any additional time worked may be taken as time off in lieu and will be agreed in advance with your line manager.

Salary

This post is on an incremental salary scale. The salary for this post is Grade 5, which is from £13,222 - £15,243 per annum, pro rata from a full-time salary of £26,444 - £30,487 per annum.

Annual Leave

Your annual holiday entitlement will be 22 days rising to 25 days after 5 years' service, plus 8 statutory days (pro rata). In addition, the University may grant 4 or 5 concessionary days leave per year when the University is closed.

Pension

Employees have the benefit of joining the Local Government Pension Scheme, a defined benefit pension scheme which builds up a pension on a "Career Average" salary basis to which the University currently contributes an additional 24.4%.

As a member of the scheme, you would be provided with a secure future retirement income, independent of share prices and stock market fluctuations. There is also cover in the event of early retirement on the grounds of permanent ill-health, redundancy or business efficiency. Plus you have the option, on retirement, to exchange part of your pension for some tax-free cash.

From the moment you join, the benefits of the pension scheme also include life cover and family benefits for partners and children in the event of your death.

As a member of the Local Government Pension Scheme you have the security of these valuable benefits at a relatively low cost to you. You can find out more about the pension scheme by visiting the Norfolk Pension Fund website at <https://www.norfolkpensionfund.org>

Interview Expenses

Reasonable travel and incidental expenses will be reimbursed when agreed in advance in line with the University's Candidate Interview Expenses Guidelines which are available on request.

Offers of Employment

All provisional offers of employment are subject to evidence of eligibility to work in the UK, verification of qualifications, satisfactory references and medical assessment process.

If you are unsure of your right to work in the UK you can use the Gov.uk visa checking tool to establish your eligibility and options relating to visas.

Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants will be eligible for sponsorship under the Skilled Worker visa route

References

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to receipt of satisfactory references covering current or most recent employment and the past three years of work.



Students in the control room of The Sir
John Hurt Film Studio in Boardman House

Application and Recruitment Process

Job Description and Person Specification

Within this pack you will find the job description and person specification for the post for your consideration before you complete your application form.

The Job Description provides information about the main duties and responsibilities for the position. It also explains the purpose of the post.

The Person Specification sets out the experience, skills, abilities and characteristics to perform the duties in the job description.

We recognise that candidates may sometimes not meet all of our requirements. If you like what you've seen so far, we would still like to hear from you.

Application Form

We ask that applicants complete the application form in full and as clearly as possible.

You may, if you wish, submit a CV with your application form. However, we are unable to accept CVs without a fully completed application form.

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and the possible offer of a job.

Equal Opportunities Monitoring

As part of our commitment to equality, diversity and inclusion, we monitor the diversity of our workforce and applicants to help us review the effectiveness of our policies and procedures.

To help us with this, we ask that you complete the Equal Opportunities Monitoring section of the application form.

Submission of Application Form

Please submit your completed application form to jobs@norwichuni.ac.uk quoting reference **A1067** in the subject line.

Please note that we can only accept application forms in either PDF or DOC format.

The closing date for this vacancy is:
15th September 2024 11:59pm

We regret we are unable to accept late applications.

Interview Arrangements

Interviews will normally be held on campus.

We will be in touch to let you know if you are shortlisted for interview.

The date of the interview will be:
2nd October 2024

Due to the high volume of applications we receive we are unable to provide you with feedback.

If you are shortlisted, we will ask you to provide us with evidence of your eligibility to work in the UK.

We would like to take this opportunity to thank you for your interest in this position and wish you success with your application.

If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Team by emailing jobs@norwichuni.ac.uk.



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