

## Gallery and Visual Arts

### Position Description

Position Title	Gallery Technician
Department	Gallery and Visual Arts
Reports to	Exhibition Projects Manager
Direct Reports	Nil
Classification Level	Single Enterprise Agreement 2015 – Level 4, Theatre Local Government Industry Award – Level 4
Date	March 2023

### HOTA

Our work is carried out in line with our HOTA Values of Art, Citizenship, Curiosity, Integrity and Generosity.

#### At HOTA:

- We are creative thinkers and collaborators who are inspired by change and working in a diverse precinct environment.
- We are passionate about art and driven by the opportunity to educate, raise awareness and tell stories.
- We are dynamic, caring and curious with a commitment to excellence, experience and innovation.
- We display strong interpersonal and communication skills to engage and build communities.

Every person at HOTA is individually accountable for meeting health and safety obligations. These obligations are set out in the WHS Roles and Responsibilities Procedure and will be covered in an online learning module.

### The Team

The Gallery and Visual Arts team lead the development and management of HOTA Gallery, Australia's largest public art museum outside a capital city. They collaborate with all areas of the HOTA organisation and are responsible for presenting visual arts exhibitions, education and programming for the artistic direction of HOTA within the Gallery and across the precinct.

They are responsible for the development, research and care of the city collection of approximately 4500 artworks including exhibitions, loans and digital access. The team also incorporates HOTA Shop staff who are responsible for bespoke collection merchandise, gifts and representing local and Australian art and design.

## The Position

The Gallery Technician will be an experienced, energetic and enthusiastic team member of HOTA Gallery with a strong attention to detail and high standards for the presentation of exhibitions and other special projects.

Key responsibilities will include the artwork handling and preparation, installation and demounting of exhibitions. A high level of manual dexterity is important, as the position will be required to use ladders, power tools and hand tools on a regular basis. Other aspects of the role may include assisting with collection management activities and administrative tasks.

## Position Responsibilities

Under direction of the Exhibition Projects Manager the responsibilities will include but not be restricted to the following:

- Undertake specialised tasks and functions across installation, deinstallation and the preparation of objects and gallery spaces.
- Effectively perform various skilled tasks pertaining to the fabrication of gallery displays, mounts, gallery furniture, and housing for artworks.
- Performing gallery lighting and other audio-visual duties as required.
- Providing assistance with gallery maintenance as required.
- Contributing to developments that support HOTA's strategy for widening access, inclusion and diversity.
- Undertaking other relevant duties as directed, consistent with skills, competence and training.

## Work, Health and Safety

1. Ensure all work is carried out in accordance with the obligations detailed in the Workplace Health & Safety Act & Regulations.
2. In accordance with Home of the Arts' Workplace Health and Safety standards an Employee must ensure that they do not place themselves or others at risk of injury or illness. These obligations will be met by:
  - Adhering to WH&S obligations and adopt sound work practices.
  - Following all safe working procedures and practices designed for the work.
  - Eliminating, reporting, or advising their supervisor to avoid, eliminate or minimise potential hazards when they become aware of a potentially hazardous work-related condition or practice.
  - Ensuring that instructions to protect their health and safety are followed and all personal protective equipment provided is used and maintained; and
  - When requested assist the supervisor and other workers in the risk assessment of workplace hazards.

## Qualifications and Experience

Essential:

- Demonstrated experience in a similar role or in a role requiring a similar skill set.
- Demonstrated knowledge and application of international museum/art gallery best practice, in regard to artworks, lighting and audio-visual.
- Practical experience in construction, fabrication and painting of exhibition assets and appropriate work methods for utilising necessary power tools.

Desirable:

- Current forklift, EWP ticket, scissor lift, scaffold and rigging licenses and HR licence or interest and ability to learn/gain licence.

## Signatures

Employee	I have read and understand this explanation and job description.  Signature: _____ Date: _____
Manager	Signature: _____ Date: _____