

SITE GALLERY

Application Pack

Role: Technical Producer

Background Information:

Site Gallery is Sheffield's leading international contemporary art space, supporting artists specialising in moving image, new media and performance. Pioneering emerging art practices and ideas, we work in partnership with local, regional and international collaborators to nurture artistic talent and support the development of contemporary art. At the heart of what we do, is to connect people to artists and to art, inspiring new thinking and debate through our exhibitions, projects, public programmes and participatory activity.

Site Gallery recently underwent a programme of expansion and refurbishment re-opening to the public in September 2018. We have a new 290sqm gallery and a dedicated events space along with commercial spaces including a shop, café and business-let units. This year we are celebrating our 40th anniversary.

The Role

This is a broad and varied role working across both our creative programme and our building operations. You will bring AV and IT skills to the gallery, supporting the delivery of exhibitions in addition to events including screenings, talks, workshops and commercial hires. You will provide operational support ensuring Site Gallery is working efficiently and effectively.

Job Description

Employer:	Site Gallery (MAP) Ltd, 1 Brown Street, Sheffield, S1 2BS
Position:	Technical Producer
Salary:	£22,500 – £26,000
Responsible to:	Operations and Front of House Manager
Responsible for:	Casual technicians
Hours of work:	40 hours per week, including some evenings and weekends
Key Responsibilities:	

1. Contribute to the planning, design, technical and installation set up of gallery exhibitions, off-site activity and public programme, to realise Site Gallery's high quality artistic programme.
2. Support the smooth running of the gallery by assisting with operational matters, ensuring Site Gallery operates effectively, securely and efficiently.
3. Deliver income generation activity for the gallery through supporting external hires and providing technical assistance to Site tenants.

Key Tasks:

1. Work with Site's artistic programme team to contribute to the planning, design and production of exhibitions and artistic projects.
2. Provide technical AV expertise throughout the process of planning, production, delivery and through the duration of exhibitions and projects.
3. Oversee the day-to-day work of freelance staff brought in to work on exhibition installation, ensuring that they work safely and tidily, that the care and protection of art works is paramount, and that exhibitions are ready to open in good time to an excellent standard.
4. Support the delivery of Site's public programme by setting up technical equipment and providing technical support where needed.
5. Research and benchmark Site's production alongside other arts and technology organisations to ensure that new learning is developed for the organisation.
6. Oversee the storage of all equipment and materials, keep an inventory of kit, ensure all items are accounted for, keep the store cupboards in order and accessible, and regularly check equipment is safe to use and PAT testing is up to date.
7. Contribute ideas and technical expertise to Site's digital content strategy and plan, which aims to expand Site's reach to new audiences.
8. Work with the Operations and FOH Manager to ensure the building is operating efficiently and effectively. As required oversee the work of building services and maintenance workers and contribute to light maintenance duties.
9. Ensure the day-to-day operations of Site's internal IT and communications infrastructure, including the server, telecommunications, office hardware and software and internet, liaising with external consultants as required.
10. Provide regular Duty Management cover on rota with other staff during hours of operation. As required, provide occasional out of hours events and weekend cover. With colleagues act as point of contact for emergency call-outs in case of incidents.

11. Provide timely advice on technological solutions for commercial hire enquiries and establish technical infrastructure in Project Space and Studio for day-to-day demands of clients.
12. Contribute to the delivery of Site's hires by assisting with room set up, technical set up, training colleagues or clients on how to use equipment and taking a share of being Duty Manager during out of hours events.
13. Ensure the technical set up of offices let to tenants and respond quickly and efficiently to issues with IT, telephones and intercom.
14. Carry out risk assessments in line with health and safety protocol for all areas of your work.
15. Commit to own professional development through self-initiated research, learning through professional practice and seeking training opportunities where necessary and/or budget allows.
16. Carry out any other duties commensurate with the role.
17. Act in accordance with Site Gallery's Equality Policy and Health and Safety Policy and support the implementation and development of its Environmental Action Plan.

Person Specification:

You will have a good technical knowledge of AV and IT and be a great collaborator, enjoying working across teams to realise Site's artistic and business objectives. You are a problem solver, able to think on your feet, take into consideration the needs of others and devise workable solutions to a range of problems. You listen to the views of the others, you are confident in presenting technical information clearly, you are polite and positive and interact well with audiences, clients and artists. You can deal with multiple priorities, work systematically and methodically and are totally committed the aspirations of the organisation and Site Gallery's high standards of presentation.

How to apply:

To apply for the post please submit a C.V. with a covering letter outlining your relevant experience and interest in the role.

Applications should be submitted via email to jobs@sitegallery.org

Deadline for applications: 10am Wednesday 24 April 2019.
Interviews scheduled for 2nd and 3rd May.

We ask all applicants to complete an Equal Opportunities form to help us monitor the reach of our job adverts. [Follow this link to complete the form.](#)

We are an equal opportunities employer and encourage applications from a diversity of backgrounds.