

# SITE GALLERY

## **Role: Technical Producer**

**Fulltime, Permanent Role**

**Salary: £23,000 - £27,000 per annum based on experience**

Are you passionate about technology and are looking for a role where you can apply your audio visual, digital and new media skills within a cultural organisation?

If you are highly organised and enjoy teamwork, collaboration, working with a wide range of people and delivering work to the highest standards, this role could be for you.

The role requires a broad range of skills and training and professional development opportunities are available to the right candidate.

**Applications are now open. The closing date is midday on Monday 31 January 2022. Please see below for details of how to apply.**

At Site Gallery we care deeply that the work we create is relevant to our city and to people living in Sheffield. It is critical that our team is representative of the wide range of communities we engage with. Fair access to working in the arts and cultural sector is an urgent issue and we encourage applications from everyone, irrespective of gender, race, disability, age and socio-economic background.

Site Gallery can support an Access to Work application and we are open to discussion about additional support/resources that might be required.

Travel costs for those invited to interview will be reimbursed and Site is able to make a small contribution to relocation costs.

If you want to find out more before applying, we'll be running an 'Open Day' style meeting on Zoom on at 12.30 on Friday 7 January where you can meet the team, hear about our work and ask questions (details below).

Please note that the Site Gallery office is closed between 23 December and 3 January and our next exhibition opens on 21 January. We will respond to any enquiries as soon as possible.

We look forward to hearing from you,

**Judith Harry, Chief Executive**  
**Site Gallery**  
**1 Brown Street, Sheffield S1 2BS**

**[www.sitegallery.org](http://www.sitegallery.org)**

# Application Pack

## Role: Technical Producer

**Fulltime, Permanent Role**

**Salary: £23,000 - £27,000 per annum based on experience**

### 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.

We are a charity, supported by Arts Council England and Sheffield City Council and many others. In 2018 Site re-opened following a programme of expansion and refurbishment. We have a 290sqm gallery and a dedicated events space along with commercial spaces including a shop, café and business-let units.

Our programme embraces new forms of artistic production, including public and social engagement; artists connecting directly with audiences and interaction with technology; performance, live art, film events; and projects developed with the communities of interest we support. Deep research and collaboration characterise our approach; as does tolerance, openness and commitment to the idea of culture as a human right. We support artists whose work reflects on the issues and concerns of our era and that is relevant to local, national and international communities.

### The Role

This is a broad and varied role working across both our creative programme and our building operations. You will bring AV, new media and IT skills to the gallery, supporting the delivery of exhibitions, commissions, 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: £23,000 – £27,000

Responsible to: Operations and Front of House Manager

Responsible for: Casual technicians

Hours of work: Fulltime, including occasional 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 Studio I and Studio II 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, Code of Conduct and Health and Safety Policy and support the implementation and development of its Environmental Action Plan.

**Person Specification:**

You will have professional experience of working with artists or creative producers to exhibit or present audio visual, digital or new media work to an audience. You may have been involved in running a venue or in delivering activity to an audience, within a cultural or community setting.

You will have a good technical knowledge of AV, new media 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 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 to the aspirations of the organisation and Site Gallery's high standards of presentation.

Site Gallery is an anti-racist organisation and an equal opportunities employer. We encourage applications from everyone, irrespective of gender, race, disability, age and socio-economic background.

### **Working at Site**

During the Covid pandemic this role qualifies for both hybrid working and flexitime\*. The postholder will be expected to work at the gallery for 1 to 2 days each week and whenever their duties require them to be on site. During exhibition installations, the postholder will be expected to be on site everyday to oversee installation and freelance staff. The remaining time can be carried out at home if desired. The postholder will be provided with a laptop to enable flexible work. Normal working hours for Duty Management cover are 10-6pm.

\*we are currently trialling various ways in which hybrid and flexitime can work for the gallery and staff on a permanent long term basis and expect to implement measures in 2022.

### **Access/Support**

We can support the Technical Producer with an Access to Work application to secure support based on your needs. This may include a grant to help cover the costs of practical support in the workplace or at home, help getting to and from work, support worker services and/or mental health support.

We are very open to a discussion about additional support/resources that might be needed during the application process or once recruited to the job to enable you to do your best work. This will not affect your eligibility for the role or the strength of your application. For an informal conversation about additional support please contact Rebecca Bell by emailing [jobs@sitegallery.org](mailto:jobs@sitegallery.org) or by calling the gallery on 0114 281 2077 to request a call back.

For information and useful resources about access visit: <https://www.gov.uk/access-to-work>.

A relocation budget of up to £250 is available. We can discuss whether this would help you to take up the job during interview.

### **To apply:**

We want to make the application process as simple as possible for you. You will need to submit:

1. A CV detailing your employment history (no more than 1-2 pages)

2. We want to know why you are applying for this role, your interest in Site and our work, and what skills and experience you would bring to the organisation. You can provide this by:
  - a) writing a letter of no more than 500 words
  - b) recording a short video or audio file with your spoken response
  - c) a combination of both a and b
3. Complete this anonymous [Equal Opportunities Monitoring](#) form\*

Your CV, letter or video/audio file should be submitted to [jobs@sitegallery.org.uk](mailto:jobs@sitegallery.org.uk)  
You will receive an automated reply from us when you submit. We will contact you again once we have shortlisted in early February.

\* we ask all applicants for paid and voluntary roles to complete this monitoring form so that we can better understand the reach and fairness of our recruitment process. Data is anonymous and not linked to your application form.

**Closing date for applications is Midday, Monday 31 January 2022.**

Interviews will take place in February with three members of the Site Gallery team: Rebecca Bell, Operations and Front and House Manager and Angelica Sule, Director of Programme and Peter Martin, Participation Manager. Interviews will be face to face if possible, or on Zoom if necessary or preferred.

We will be holding a free Open Day style meeting via Zoom for anyone interested in the Technical Producer role on Friday 7 January 12.30pm . This is an opportunity to ask Rebecca and Angelica any questions you may have about the role, the organisation and what we are looking for in applications. To register for the Open Day click [here](#).