



JOB DESCRIPTION & PERSON SPECIFICATION

Exhibitions Coordinator and Technician Part time - 0.6

The Old Fire Station on George Street opened in November 2011 and houses two separate organisations – **Arts at the Old Fire Station**, (a professional arts centre offering performance and rehearsal spaces, a gallery, artists' studios, and a shop) and **Crisis Skylight Oxford** (a centre offering free education, training and support to people a centre offering free education, training and support to people who are homeless or at risk of becoming homeless). Arts at the Old Fire Station believes art is for everyone. Everyone has potential.

What do we do?

The Old Fire Station is a public arts centre

- presenting new work across art forms
- supporting artists
- including people facing tough times

How do we do it?

We do this by focussing on:

- good quality relationships
- encouraging creativity and risk-taking
- offering a public space which is welcoming to all

Essential to delivering our shared mission is the participation of Crisis members (homeless people using Crisis' services) in our work.

Organisational Relationship and Accountability:

Line managed by: Visual Arts Programme Manager

Responsible for: Trainees, volunteers and placements when on duty

Works closely with: All the AOFS team, particularly Shop Coordinator and FoH team, as well as Crisis Facilities Manager, volunteers, homeless trainees, and colleagues at Crisis Skylight.

Budget Responsibility: Delegated responsibility for exhibitions expenses

Salary - £20,000 (fte) = £12,000

This is a permanent position with a 6 month probationary period. A flexible work pattern will be required, equivalent to 3 days per week, depending on exhibitions and events in the building. Some evening and week-end work will be involved.

Key purpose

- To support all aspects of the Visual Arts Programme across the Old Fire Station ensuring a high quality visual experience for all visitors.
- To ensure all exhibitions and events in the Visual Arts Programme are fully supported technically to a high standard.

Main Duties

- Take an active role in the implementation of all Visual Art activity across Arts at the Old Fire Station in conjunction with Visual Arts Programme Manager, including contributing to programming the Café and Theatre Entrance Space and initiatives to support artists
- Liaising with the Visual Arts Programme Manager, artists and project partners to install and take down exhibitions in the gallery, Theatre Entrance Space, Café, and other spaces around the building
- Communicating with artists on the technical specifications for exhibition spaces and producing a schedule for exhibition installs and de-installs with timings, coordinating delivery and collection of artwork, ordering materials, installing exhibitions and scheduling support staff such as additional technicians and volunteers
- Liaising with the Visual Arts Programme Manager and artists to produce information panels and labels for exhibitions
- Liaising with the Visual Arts Programme Manager and Shop Coordinator about lists of work for sale from exhibitions
- Maintain all the technical equipment and materials related to exhibition installations and oversee maintenance of exhibition spaces
- Support the Shop Coordinator in designing, producing and installing props and shop fittings
- Support the Shop Coordinator installing Shop Exhibitions
- Liaising with Crisis to schedule Café exhibitions
- Produce risk assessments for exhibitions and for visual arts events
- Produce gallery exhibition check lists for FoH
- Work with Visual Arts Programme Manager and FoH to support events where technical assistance is required
- Support Visual Arts events as required
- Supporting the work of AOFS to provide opportunities for Crisis Skylight members to develop skills and confidence through training and work placements on our training scheme
- Oversee the work of volunteers, placements and trainees
- Work with the Finance Manager to ensure all invoices relating to materials and exhibition expenses are paid on time and recorded in line with financial procedures

General:

- The Old Fire Station is an exciting development which will require an open, creative and flexible approach to the work. This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job description will be reviewed with the post holder annually or at significant points for the organisation.
- The post-holder will be expected to carry out the duties of this post in accordance with the Old Fire Station’s policies and procedures.
- The post holder will have input into policy matters, strategies and business and artistic planning, as part of the partnership with Crisis Skylight and in line with the overall policy on inclusive and consultative practice.

Conditions of service:

- 22.2 hours per week are worked, to a flexible pattern. Availability on Mondays, Tuesdays and Wednesdays for installing and taking down exhibitions is essential. Exact days will need to remain flexible around exhibitions and events.
- This is a permanent post with a six month probationary period.
- There is an annual leave entitlement of 25 days plus Bank Holidays pro rata, some days to be taken at specified times during the year.
- A No Smoking policy is in operation and smoking is not permitted in the workplace.
- Work-related travelling expenses will be payable in line with the relevant conditions and rates agreed.
- Availability to work on Mondays, Tuesdays, and Wednesdays and to a flexible pattern including occasional evenings and week-ends

Exhibitions Coordinator - Person Specification

	Essential	Desirable
Knowledge	Understanding of the contemporary visual arts sector including craft and design	
	Understanding of health and safety requirements in relation to installing exhibitions and in a public building	
Experience	Experience of installing gallery exhibitions, including Audio Visual, wall-based and complex 3D installations	Working with vulnerable people
	Ability to work at heights	
	Experience of constructing exhibition props (e.g shelving and plinths)	
Skills	Excellent communication skills (verbal and written)	

	Excellent practical skills including using power tools and experience of carpentry	Electrician qualification advantageous
	Good IT skills, including knowledge of Outlook and Excel	
	Ability to learn how to use new software as required	
	Excellent organisational, problem solving and practical skills	Experience of Improving organisational systems
	General maintenance skills (upkeep of installations, lights, fittings etc)	AV maintenance training advantageous
Personal qualities	To take a pro-active approach to work	
	Ability to work with limited supervision and use own initiative	
	Availability to work on Mondays, Tuesdays and Wednesdays and to a flexible pattern including occasional evenings and week-ends	
	Ability to work under pressure	
	Ability to work alongside vulnerable people and artists	
	Attention to detail	
	A willingness to undertake appropriate training	
	Ability to work with the public	
	Energy and enthusiasm to take on a new unfolding project	

Arts at the Old Fire Station values a diverse workforce and welcomes applications from all sections of the community.

Deadline for applications 10am on Tuesday 21st May 2019.

Interviews will take place on Monday 3rd or Monday 10th June 2019.