

IKON



Technician
Job Description and
Application Pack

Closing date: Midday,
Monday 12 February 2024

Job Description

Post:	Technician
Reports to:	Senior Technical Manager
Salary:	£25,230 pro rata
Contract:	Part Time, 24 month fixed-term contract with a view to extend
Hours:	24 Hours per week (typically Wednesday – Friday)
Location:	Ikon Gallery, 1 Oozells Square, Birmingham, B1 2HS

About Ikon

Ikon is an internationally acclaimed art gallery in central Birmingham, offering free entry to all. Founded in 1964 as an artist-led alternative space, it has evolved into one of the most internationalist programmes in Europe, combining established with emerging artists. Housed in a renovated neo-gothic school building, Ikon is an educational charity for the promotion of visual art of international significance, playing a key role in the cultural life of the West Midlands region.

Ikon's main galleries welcome over 200,000 visitors every year, with many more engaging with off-site projects, national and international collaborations and online. In recent years, Ikon has exhibited work by [Mali Morris](#) (2023), [Dean Kelland](#) (2023), [Melati Suryodarmo](#) (2023), [Edward Lear](#) (2022), [Mayunkiki](#) (2022), [Carlo Crivelli](#) (2022), [Britta Marakatt-Labba](#) (2022) and [Mit Jai Inn](#) (2021). Education programmes include [Art at HMP Grendon](#), funded by Marie-Louise von Motesiczky Charitable Trust, and [Slow Boat](#), home to Ikon Youth Programme, supported by Freeland's Foundation. Offsite projects are a key part of Ikon's artistic programme, most recently Hew Locke's [Foreign Exchange](#) (2022) commissioned as part of the Birmingham 2022 Commonwealth Games, and [Osman Yousefzada's Infinity Pattern II](#) (2022), in partnership with Selfridges.

Ikon is an equal opportunities organisation and welcomes applications from all sectors of the community. In its management structure and as an employer, Ikon is pledged to ensure equal opportunities for all, regardless of age, race, gender, disability, marital status or sexual orientation.

About the Facilities Team and Role

The Technician is a varied and key role within Ikon's Facilities team, providing high quality technical assistance for the delivery of Ikon's ambitious and inspiring public programme, as well as supporting the operational aspects of Ikon's main building and offsite locations.

Ensuring high standards in all endeavours with an attention to detail, the post-holder works across a broad remit which includes exhibition installation, workshop fabrication, digital production, building maintenance and systems monitoring.

Ikon has a long-standing commitment to diversity in its programming, producing, staffing and community engagement. We actively seek applications from the widest range of applicants.

Key Responsibilities:

- To work as part of the Facilities team to deliver the technical aspects of Ikon's exhibition programme working onsite and offsite across a wide range of projects
- To support the monitoring and provision of building maintenance and security systems across the organisation. Work to ensure the highest health and safety standards are adhered to across your work and the work of others
- To champion Ikon's sustainability agenda, working closely to meet targets in line with organisational goals

Main responsibilities:

Public Programme Technical Delivery

- Work closely with the Senior Technical Manager (STM), programme producers, artists and contractors in the planning, realisation and management of a variety of mixed media exhibitions and events, both onsite and offsite
- Assist with producing main exhibition layouts and installation schedules
- Assist in designing and fabricating exhibition furniture and displays
- Assist with exhibition maintenance and troubleshooting
- Assist with deliveries, collections, storage and packaging of art works
- Assist with exhibition administrative processes e.g. condition checking
- Assist with researching, purchasing and hiring specialist equipment
- Lead on the technical delivery of small-scale showcase exhibitions and events
- Deputise for the STM when required e.g.:
 - Attend project meetings
 - Act as lead technician during exhibition installations
 - Undertake supervisory duties when working with Freelance staff and contractors
 - Deliver technical briefings
 - Provide a point of contact for technical queries
- Prepare, set up and operate equipment and resources as necessary for presentations, private views, talks, room hires and workshop events

Building and Operations

- Support the Head of Operations with the efficient, effective and safe running of Ikon's main building and its assets
- Assist in arranging, managing, and evaluating building services contractors
- Assist with maintaining effective security provision for the building, assets artworks, occupants, and general operations
- Support in the delivery of capital and development projects
- Undertake basic building maintenance and routine checks
- Keep Facilities spaces and stores accessible, well organised and to high standards of cleanliness
- Maintain stock levels of materials and workshop sundries
- Contribute to making improvements in working processes and systems
- Use high level access equipment including ladders, mobile elevated work platforms and scaffolding (training provided)
- Deputise for colleagues within the Facilities Team
- Undertake Duty Person responsibilities, when required, to be first response to building alarms and incidents, deploying first aid and carry out fire-marshalling duties.
- Be part of an on-call rota system for providing building and technical support remotely or by attending site outside normal working hours

Sustainability

- Ensure that all work is undertaken in accordance with Ikon's Environmental & Sustainability Policy to meet Ikon's decarbonisation and waste reduction targets
- Actively contribute to Ikon's Green Team meetings and action plans
- Promote Ikon's environmental policies effectively within areas of responsibility and influence
- Work in accordance with Ikon's reuse and recycle practices and assist with the responsible disposal of surplus materials and waste streams

Health & Safety

- Assist with the administration and implementation of processes and procedures required to maintain regulatory compliance and a healthy and safe environment e.g. COSHH, PAT testing, PUWER, Safe Systems of Work, Risk Assessments and Method Statements
- Assist the STM to ensure tools and equipment are used safely and maintained in line with manufacturer guidance and relevant health and safety regulations
- Identify, eliminate and/or report hazards in the workplace

Administration

- Undertake general office administration as required
- Oversee equipment loans processes
- Assist with updating digital data and physical records, e.g. climate control data and EDI monitoring
- Contribute to reporting

General

- Strong prioritisation skills and the ability to deliver work within budget, to agreed targets and timescales
- Contribute to meetings and provide information to support decision-making
- Maintain personal development to improve skills and performance
- Undertake training and learn new systems as required
- Keep up to date with best practices relevant to art handling and related technical activity, technologies and procedures through ongoing research, peer group networks and engagement with specialists
- Operate in accordance with Ikon's policies and procedures including Employment Policy, Health and Safety Policy and Equal Opportunities Policy
- Undertake any other duties commensurate with the job role
- Respond to general enquiries for the Facilities department, maintaining good internal and external relations

Person Specification

Essential

- Experience and understanding of handling, installing, packing, and storing artworks in a gallery or museum environment
- Experience devising and implementing creative solutions for exhibiting artworks
- Strong problem-solving skills
- Basic maintenance skills for carrying out minor building repairs
- Experience using hand tools and power tools
- Self-motivated, can work independently and with initiative
- Works with a professional approach always
- Ability to work confidently, constructively, and effectively when under pressure and as part of a large, dynamic team
- Excellent interpersonal and communication skills for liaising with wider staff, contractors, artists, and project partners
- A flexible and adaptable approach to work
- Ability and willingness to work outside core hours when required
- Develop the trust and support of colleagues and foster healthy and productive working relationships

Desirable

- Knowledge and understanding of the arts and culture sector
- Experience dealing with the complexities of art handling and exhibition installation, working to the highest standards with high-value art objects
- Understanding of a wide range of technical processes typically used in the production of artworks
- Understanding of artwork conservation techniques
- Experience providing technical support within a visual arts or cultural venue
- Experience facilitating public events
- Expertise in joinery and workshop fabrication e.g. making plinths and other furniture, temporary stud-wall construction, framing, and mount making
- Expertise in digital and audio-visual technologies
- Good working knowledge of design software including SketchUp and Adobe Creative Suite and office software such as Microsoft Office and Teams
- Understanding of current Health & Safety legislation (e.g. Manual Handling, Working at Height, COSHH, Risk Management)

Terms and Conditions

Location	Ikon Gallery, 1 Oozells Square, Birmingham, B1 2HS
Contract	Part time, 24 month fixed-term contract with a view to extend
Salary	£25,230 pro rata
Core Hours	24 hours per week, typically Wednesday, Thursday and Friday. Additional days, evening and weekend work is likely to be required occasionally. Time off in lieu or paid hourly rate for additional days worked.
Holidays	25 days pro rata, increasing to 27 days after 3 years' service, then 1 day per year up to a maximum of 30 days.
Notice	One month
Additional Benefits	Workplace pension schemes, Childcare voucher scheme, Discount at Ikon shop

How to Apply

Please send the following to office@ikon-gallery.org by Monday 12 February, Midday (BST) with the subject line 'Technician Application'.

- A completed application form
- A completed [Equal Opportunities Monitoring form](#)

Interviews will take place on **Thursday 29 February** at Ikon Gallery.

Note

Applicants must be able to provide evidence of their right to work in the UK.

Ikon requires all staff to obtain a Government Disclosure and Barring Service (DBS) check, in accordance with Ikon's Child and Vulnerable Adults Protection Policy. You will be required to provide the necessary documentation for the DBS check to be carried out. Ikon will cover the cost of obtaining the DBS check and reserves the right to request additional checks at any time in the future.