

Important Information about the Job

Job Title	Exhibition Technician
Salary	£31,528 (SCP 28)
Location	Somerset Heritage Centre, Brunel Way, Norton Fitzwarren, Somerset TA2 6SF There will be a frequent need to work away from the main office base at other sites managed by the Trust.
Hours of Work	This role is contracted on an annualised hours basis, equivalent to 14.8 hours per week (approximately 770 hours per annum). The actual working pattern may vary throughout the year in line with service requirements, with hours scheduled flexibly in accordance with business needs.
Contract	Annualised hours
Probationary Period	The Trust has a standard probationary period of six months for all employees.
Leave	The annual leave entitlement for this position is 29 days per year for full-time hours of 37 hours a week, pro rata for part-time hours. Public holidays are additional to the annual leave entitlement.
Notice Period	During the probationary period the notice required is one week. Following completion of the probationary period, notice required is three months from either the employee or the Trust.
Disclosure and Barring Service Check	A Disclosure and Barring Service (DBS) check is not an essential requirement of this post.

Job Description

Job Title	Exhibition Technician
Reports To	Design and Digitisation Manager
Responsible for	The post is not responsible for staff management.
Team	Museums Service
Job Purpose	To undertake technical work, using a variety of materials and mediums, to support the delivery of museum exhibitions and heritage projects, and maintain displays for the South West Heritage Trust.
Working Relationships	Internal: There is daily contact with the Design and Curatorial Team and Visitor Services staff, and regular contact with all other staff in the South West Heritage Trust. External: There is daily contact with a wide variety of suppliers regarding heritage design and exhibitions, e.g. specialist equipment and material suppliers. There is regular contact with members of the public (e.g. local artists) when designing, producing and installing temporary exhibitions.
Additional Information	The ability to travel across the county of Somerset and a current driving licence are essential. The post requires some out-of-hours working, e.g. to help set up and/or attend outreach and community events at weekends or on public holidays. The post requires regular manual handling of awkward, heavy loads. Working conditions may contain potential hazards and noisy when specialist equipment or power tools are being operated.

Key Responsibilities and Tasks

1. Assist and enable the **creation of exhibitions**. Working from plans and briefs you will be responsible for the construction of wall structures, plinths, object mounts and exhibition furniture as required by the project.
2. To make **bespoke frames** for museum objects and works of art.
3. Support the installation of AV equipment where required.
4. Take an active role in the **planning and development** of new temporary exhibitions to ensure that aspirations are matched by deliverable design outcomes.
5. Support the installation of selected **temporary exhibitions** and interpretive projects on behalf of the Trust.
6. Assist with the **safe and secure transportation** of museum collections.
7. Play an active role in the day-to-day management and scheduling of the **Design Team's workload** in collaboration with the Design Team Manager, Exhibitions and Programme Manager, Head of Museums and Engagement and other departments within the Trust.
8. Support **graphic production** for the South West Heritage Trust temporary exhibition programme and for its other heritage projects.
9. **Identify and order**, in accordance with SWHT financial regulations and processes and in collaboration with budget holders, appropriate materials for use in museum exhibitions. (e.g. raising purchase orders to maintain workshop stocks of materials).
10. Provide **advice and guidance** to Trust colleagues on the design and production of exhibition materials to ensure they meet appropriate standards.
11. Keep up to date with current Health and Safety working practices for use of woodworking machinery and equipment. This includes taking responsibility for ensuring the safe use and maintenance of equipment in the workshop at the Somerset Heritage Centre in accordance with Health and Safety Regulations, scheduling health and safety checks and reviewing of workshop risk assessments.
12. The job holder is required to follow and comply with all policies and procedures of the Trust, which include the Trust's **Health and Safety** procedures in the workplace, ensuring personal safety and the safeguarding of the interests and safety of all staff, trainees, visitors, and others. Uphold the **working values and expectations** of the South West Heritage Trust.
13. Carry out **other duties** relevant to the post as reasonably required by the line manager.

Person Specification

PERSON SPECIFICATION		
To succeed in this role you will need to demonstrate:		
	<i>Essentials</i>	<i>Desirables</i>
Qualifications	NVQ 3 or equivalent in a relevant design subject. Evidence of continuing professional development.	
Experience	Previous work experience involving construction and manufacturing. Experience of working with other professionals in the design or construction sector, e.g. carpentry. Experience of manufacturing designs across a range of mediums to a high standard from concept to finished product. Excellent eye for design, including a strong understanding of typography.	Previous relevant experience in the culture and heritage sector. Previous experience of graphics mounting using a large-scale laminator and vinyl cut machine.
Skills/Knowledge	Experience of working in a busy environment with competing priorities. Extensive practical skills and competence, specifically in the use of power tools and workshop machinery. Construction skills and competence, specifically using wood. Good communication skills and an ability to be logical as well as creative and innovative.	Project and budget management skills. Competencies in using metal and Perspex.

	Awareness of disability and equality issues in design.	
Attributes	Ability to collaborate with a multi disciplined team and work on own initiative, to plan workload efficiently and to meet tight project timescales. Able to travel throughout Somerset and the South West and to undertake the regular carrying and movement of materials and equipment, some of which may be awkward and heavy. Able to work some evenings, weekends and Bank Holidays as required (time off in lieu will be given).	An understanding of the wider heritage sector, particularly in relation to archives and the historic environment.