

Job Profile
Technical Manager

Job Purpose: To lead the technical management of BALTIC's programme activities.

Key Outputs and Accountabilities

Assist the Registrar and Production Manager, to manage quality installation and de-installation of exhibitions and other programme activities, in liaison with artists, guest curators, Learning and Public Programme team and others.

Lead on specialist AV installations for exhibitions, performance and events.

To lead on and assist with the Technical production, planning, installation and operation of events associated with the BALTIC Live Programme and Public Programme.

To assist with preparing cost estimates, purchasing and budget monitoring and assist with management of the budget of exhibitions, events and performances.

To lead on the production of schematics, layouts and designs to facilitate exhibitions and commissions.

To effectively source, appoint and manage external contractors, specialists and freelance staff in the context of exhibition installation/de-installation in collaboration with the Registrar and Production Manager.

Manage and oversee the maintenance of exhibitions and installations.

To oversee the Technician in the technical delivery of [Learning-led events, such as](#) Family Days, Holi and Open Iftar.

Manage effectively and securely the storage of artworks and all associated materials in the main storage areas for the Programme Department.

Under the direction of the Registrar and Production Manager, design protective packaging and support systems for the safe transportation of art.

Undertake risk assessments / method statements as required, in the interests of Health and Safety best working practice. Alongside creating a safe working environment for all employees and contractors.

Manage appropriate in-house facilities (e.g. AV Equipment and machinery) and ensure maintenance and safe operation of the workshop and its equipment, portable plant, and equipment used for delivery of the exhibition programme.

Ensure effective stock control of all fabrication materials and the purchasing of workshop and/or AV equipment.

Responsible for the safe storage of materials.

Person Specification

Essential

Substantial relevant experience.

A specialism in AV installations.

Extensive knowledge of joinery, fabrication and construction relevant to the responsibilities of the job.

Excellent project management and logistics skills.

Good people management skills.

Ability to work to deadlines and be pragmatic.

Excellent knowledge of health and safety at work provisions.

Extensive art handling experience.

Excellent communication skills.

Desirable

A knowledge and interest in contemporary art.

To operate the folk-lift truck and scissor lift platforms as required.

To assist with the effective development of the Technical team including freelance technicians, to meet the needs of BALTIC's evolving artistic programme.

To liaise with the Registrar and Production Manager regarding the environmental control of exhibition spaces.

To work in an environmentally sustainable manner and actively contribute to the delivery of BALTIC's sustainability goals.

To undertake any other duties, as may reasonably be required.

Reports to: Registrar and Production Manager

Direct reports: Technician

Pay Band: D