

The Line: Art Technician

Job Description and Person Specification

Permanent contract

1 day per week

Commencing August 2022

Salary and hours: £30,000 pro rata (7.5 hours per week, excluding breaks)

Employment benefits include holiday entitlement of 28 days per annum which are inclusive of the 8 normal public holidays for a five-day working week (holiday entitlement is pro rata for part-time employees) and contributory NEST pension scheme.

Probationary Period: 3 months

Full employment terms will be included within the contract of employment.

Reports to: Head of Operations and Production

Location: mainly working on the route of The Line in Newham, Tower Hamlets and Greenwich. Desk-based work to be carried out from The Line's office or from home.

The Line is London's first dedicated art walk. The Line exists to connect communities and inspire individuals through an outdoor exhibition programme where everyone can enjoy art, nature and heritage for free. The route runs between Queen Elizabeth Olympic Park and The O2, following the waterways and the line of the Greenwich Meridian.

Find out more information [HERE](#).

The Line is looking for an enthusiastic and motivated Art Technician to join its small and dedicated team at an exciting time of growth and expansion for the organisation. The role will deliver practical and essential support to the organisation and would suit someone with a passion for art in the public realm with good practical and organisational skills, initiative and a keen attention to detail.

The Art Technician's role is to support the team in the delivery and ongoing maintenance of installations – including cleaning, overseeing restoration and condition reporting – in an outdoor environment. Working closely with the Head of Operations and Production, this role will provide support in the coordination of the handling, display and care of works on The Line, ensuring that each installation is presented to a high standard at all times.

You can find out more about artists on The Line [HERE](#). Artworks are predominantly freestanding sculptures, though The Line's programme also includes film, performance, light and sound installations and exhibitions of two-dimensional artworks. The Line collaborates with major cultural partners on the commissioning of new works and you can read more about these projects [HERE](#).

Responsibilities to include:

- Condition checking all works on loan to – or commissioned by – The Line on a regular basis
- Regular cleaning and maintenance of works, where appropriate
- Coordinating and documenting restoration and cleaning by external contractors
- General maintenance of grounds within the immediate vicinity of works eg. grass seeding
- Regular monitoring and cleaning of artwork signage and wayfinding signage along the route of The Line
- Supporting the development of maintenance plans for new works
- Drafting and maintaining records of condition checks, risk assessments and method statements for the maintenance of works

- Assisting with the installation and deinstallation of works, where appropriate, and documenting these processes
- Assisting with procuring additional technical support where needed
- Liaising with the Head of Operations and Production with regards to security, Health & Safety and access issues
- Installation of indoor exhibition displays to support engagement activities

This Job Description is not exhaustive and other tasks may be assigned from time to time as deemed appropriate.

Person Specification

Essential Attributes

- Proven practical experience of art handling and collections care to include basic cleaning skills
- Strong organisational, administrative and verbal and written communication abilities
- Strong awareness of conservation requirements for artworks of different media
- Pragmatic and problem solving
- Good level of skills in Microsoft Word, Excel and email
- Practical awareness of health and safety issues
- Self-motivated and ability to juggle own workload
- Attention to detail and high level of accuracy with a systematic approach
- Ability to manage priorities and work to deadlines
- Experience of reviewing and preparing risk assessments and method statements

Desirable Attributes

- Experience of art handling and collections care in an outdoor environment
- Hands-on skills such as basic carpentry and competence with tools
- Training and / or practical experience of art restoration / conservation
- Knowledge and experience of the installation and use of AV equipment in an art installation context
- An interest in art in the public realm and community engagement

Circumstances

- Flexibility for occasional weekend working and evening events

Application deadline and interviews

The closing date for applications is 5pm, Friday 8th July. Interviews are expected to take place on Monday 25th July between 11.30am-2pm. We hope that the selected candidate to start as soon as possible after this date.

We are committed to equality and diversity within our workforce and in all opportunities. Our recruitment process is open to all but we would particularly like to encourage applications from people from Black, Asian and ethnically diverse backgrounds, those who identify as LGBTQ+, those from lower socio-economic backgrounds and those who identify as disabled, as these groups are currently underrepresented in our teams and the cultural sector more widely.

How to apply:

1. Read the Job Description
2. Email your application to workwithus@the-line.org. This should include:
 - Your CV (no more than 2 sides)

- Covering letter: please ensure you tell us how you meet the essential and desirable experience in the person specification (no more than 2 sides)
- An [Equal Opportunities Monitoring Form](#)
- The names, email addresses, and telephone numbers of two people who can give you a reference. At least one of these should be your current or most recent employer.

If you would like any further information, have any specific requirements or would like to discuss any aspect of the role in confidence, please contact workwithus@the-line.org to arrange a call.

Any application received after the deadline may not be included in the recruitment process.

If this process is not an appropriate method for you because of an impairment or disability, please contact us to make alternative arrangements.

We will acknowledge all applicants with a response.

This job description is available in large print.
Please email workwithus@the-line.org