

**Job title: Technician – Maintenance, Infrastructure and Art**

Employer: October Gallery Trust

Reports to: Director

Contract: Full-time, permanent

Work hours: Mon-Fri, 9.15 am-5.30 pm (additional hours and weekend work may be required to fulfil the demands of the role such as during openings and art fairs)

Location: Bloomsbury, London; this is a gallery-based role.

Salary range: £25– 30K depending on experience.

Start date: as soon as possible.

**Person Specification**

We are looking for a dynamic, enthusiastic, and highly motivated person for this exciting role. Resilience and drive to get things right the first time are important. High standards, highly organised and attention to detail are necessary attributes for this role. You'll be liaising with many suppliers.

You will actively contribute and participate in a collaborative, respectful working environment within a small team. You are a team player.

This position is 75% maintenance and infrastructure related and 25% art focussed.

**Main responsibilities include (but are not limited to):****1) Performing or arranging fire safety inspections and safety certificates including:**

- Fire extinguisher and smoke alarms inspection (currently done by Chubb and Churches Fire Safety).
- Ducts: arranging for annual cleaning of kitchen ducts and basement ventilation/air conditioning ducts.
- Monthly emergency lighting tests.
- Weekly fire call point tests.
- Ensure fire escapes remain clear and correctly marked.
- Oversee bi-annual fire alarm system checks done by Churches Fire Safety.
- Perform and manage annual or bi-annual fire alarm evacuation drills.
- Metal staircase: Each year check for rust and re-paint.
- Coordinate annual gas/boiler inspection.
- Coordinate annual Portable Appliance Testing (PAT).

**2) Managing Utilities**

- Submit water, gas and electricity reading as necessary.
- Monitor and assess utilities contracts.

**3) Monitoring Health and Safety**

- Ensure first aid kits are in place and up to date.
- Remain generally mindful of health and safety risks in the building and address any occurring issues.
- Update the Risk Assessment annually together with Events Manager.

**4) Managing ongoing building maintenance**

- Maintain gutters and drains and arrange annual or as-necessary gutter and drain inspection and cleaning.
- Monitor roof condition and organize inspections as necessary.
- Monitor heating, air conditioning and ventilation systems and address any issues as they arise.
- Monitor plumbing systems and address any issues as they arise.
- Perform building and equipment repairs as necessary or arrange for repairs to be done.
- Maintain and update maintenance manual.

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- Manage daily and periodic recycling and waste removal.
- Maintain tool room; maintain tools and equipment and replace as necessary.
- Monitor and manage general cosmetic and structural condition of the building (painting and decorating, maintaining doors, locks, fixtures and fittings, lighting, etc.).
- Arrange periodic window cleaning.
- Work with Events Manager to manage audio/visual equipment and purchases.

#### **5) Computers/IT Infrastructure**

- Monitor and maintain basic IT systems and liaise with our off-site IT partner, BVR, to ensure proper running and updating of systems.
- Manage new computer and IT equipment purchases.
- Act as first point of contact between staff and BVR to resolve any IT related queries and issues.
- Liaise with BVR to manage IT user accounts.
- Monitor and maintain telephone and internet services.

#### **6) Accounts**

- Help to update equipment asset list for annual audit.
- Manage large purchases and works to be done seeking approval from the Directors when necessary.
- Submit all receipts for purchases and works to Accounts department.

#### **7) Serving as Art Technician assisting Registrar**

- Work with installation team to de-install and install exhibitions on a monthly to bi-monthly basis.
- Assist with installation at art fairs and special projects.
- Occasional stretching of artworks as necessary, including measuring works for stretcher dimensions and ordering stretchers.
- Occasional repairs and restoration of artworks as necessary and when possible.
- Assist Registrar with proper packing, movement and storage of artworks.
- Work with Artlogic to update location of artworks.
- Work with Registrar to manage stock of packing and installation materials.

#### **8) August Repair and Construction**

- Manage construction and maintenance during annual closure in August.
- Organise site visits and quotations for work to be done.
- Hire appropriate people to help.
- Schedule work to be done and maintain deadlines.
- Overseeing all work.

#### **Skill set**

- Resilience and methodical thinking while working on projects with changing priorities.
- Ability to prioritise and manage workload in order to meet deadlines and balance competing projects.
- Initiative, pro-active, and ability to work under pressure.
- High level of computer literacy, including Excel and Word.
- Excellent communication skills and ability to work independently, while reporting back to team members.
- Experience in art handling, packing and installation.
- Understanding of handling, installation, care and maintenance of artworks.
- Basic construction and production skills are a bonus.
- Ability to lead on projects and co-ordinate internally and externally to deliver results.
- Ability to develop and maintain supplier relationships and negotiate prices.

October Gallery encourages diversity and equality, please apply by sending your CV and cover letter by 4<sup>th</sup> September to Stefani Abadian-Crone at [vacancies@octobergallery.co.uk](mailto:vacancies@octobergallery.co.uk).

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