

## **Parasol unit**

**foundation for contemporary art** 14 Wharf Road

London N1 7RW | T +44 20 7490 7373 | F +44 20 7490 7775

www.parasol-unit.org | info@parasol-unit.org

### **Gallery Technician - Job Specification**

#### **About Parasol unit**

Parasol unit foundation for contemporary art is a dynamic not-for-profit exhibition space devoted to promoting contemporary art for the benefit of the public. The core activity of Parasol unit is an outstanding exhibition programme which shows innovative and thought-provoking work by international contemporary artists. Each year, Parasol unit delivers four exhibitions in various media, for which some works might be specifically commissioned. Each exhibition is accompanied by a publication that is distributed worldwide. Running alongside each exhibition is a carefully tailored program of educational events including practical workshops, artist talks, children's events, gallery tours and poetry readings. Parasol unit also delivers additional projects alongside its main exhibition program.

#### **Overview**

The successful candidate will support the foundation's Gallery Manager, Exhibitions Coordinator, and Education Coordinator, by assisting in the realisation of an ambitious exhibition and events programme. Candidates should have experience working in a similar role and have an excellent understanding of the art world. On a personal level the foundation is looking for a highly committed individual, who is precise and methodical with excellent communication skills, both written and oral. They have to have the ability to work independently under pressure as well as within a small team.

#### **Main responsibilities**

- Support the Gallery Manager during exhibition installation and de-installation which take place between four and six times per year
- Work closely with Gallery Manager throughout the year on the maintenance of the gallery, grounds, and office
- Assist with preparations and clean-up for events and workshops
- Assist the Gallery Manager with soft and hard packing artworks in preparation for shipping
- Maintain artworks and editions store rooms
- Perform condition inspections and produce/update artwork condition reports, and at time maintenance or installation instructions
- Assist with technical enquiries from other members of staff

#### **Skills and experience required:**

- Artwork installation, including purchasing the correct materials and preparation of the gallery space
- Maintaining, installing, using and monitoring audio-visual equipment
- Carrying out basic electrical work
- Packing and un-packing artworks
- Basic gallery maintenance, including making-good white walls
- Rudimentary carpentry, including the ability to fabricate shelving units and plinths
- Working knowledge of Health & Safety protocol
- IT skills including experience of MS Office (particularly Excel and Outlook), Adobe Creative Suite, and video editing software
- Basic understanding of framing specifications
- Digital photography, as well as recording and editing video and audio
- Understanding of the art world and ideally accustomed to working in a creative environment
- Ability to deal tactfully and diplomatically with a wide range of people, including artists, galleries, institutions, donors, sponsors and other members of staff
- Methodical and accurate approach to work, including the ability to prioritise multiple tasks and excellent attention to detail

## **Parasol unit**

**foundation for contemporary art** 14 Wharf Road

London N1 7RW | T +44 20 7490 7373 | F +44 20 7490 7775

[www.parasol-unit.org](http://www.parasol-unit.org) | [info@parasol-unit.org](mailto:info@parasol-unit.org)

### **Terms**

#### Hours

Part-time, two days per week (Mondays, and one other day to be determined by exhibition and events schedule), eight hours a day (9am-6pm), 1 hour lunch break included.

Flexibility is required in respect of deadlines and exhibition installations, openings and events. You will be required to work a number of evening events and for this your working day will start later, as agreed with Gallery Manager and Director of Operations.

All previews are required attendance for which no time in lieu will be accrued.

#### Annual leave

28 days per year (including bank holidays), pro rata, plus one extra day for every two years worked, up to a maximum of 33 days.

#### Salary

Competitive market salary (pro rata), depending on experience

### **Application**

To apply please submit you CV and a personal statement of no more than a single page to [opportunities@parasol-unit.org](mailto:opportunities@parasol-unit.org)

Applicants should include in their personal statement an outline of how this position would fit within their current work commitments.

Please clearly state your full availability for interviews on Tuesday 5<sup>th</sup> December and Wednesday 6<sup>th</sup> December in your covering email.

#### Deadline

Sunday 3<sup>rd</sup> December

#### Interviews

Tuesday 5<sup>th</sup> December and Wednesday 6<sup>th</sup> December

#### Start Date

Mid-February 2018

London, 14 November 2017