

Gallery & Maintenance Officer – Part time

Reports to: Facilities & Maintenance Manager

Direct Line Management: none

Purpose of Role

The Gallery & Maintenance Officer is responsible for the general maintenance and upkeep of the museum displays and buildings within the Ducal Palace site. The role holder will work as part of a team supporting the Facilities and Maintenance Manager in ensuring that technical and building services are maintained and monitored in accordance with the policies and guidelines laid down.

Key Responsibilities

- To assist and proactively troubleshoot, repair and reinstate any displays or gallery structure, and ensure each display is at optimal working order and presented to the highest possible standards.
- Assist the Facilities Manager to monitor and manage all building plant including HVAC, Intruder/Fire alarm, distribution boards, meters, heating and water systems, and carry out and record PPM testing to meet regulatory requirements.
- Supervise maintenance contractors as required and ensure all work is risk assessed and compliant.
- Assist the Event Coordinators and the Facilities Manager to produce detailed risk assessments for activities that will impact building operations.
- To assist the Exhibition Manager during the development and installation of exhibitions, aiding with art handling and packing duties, including contributing to the installation of key installations and artworks where required.
- To ensure all installation processes and builds are appropriately risk assessed in advance of the installation period.
- To manage the inventory of facilities technical equipment and to implement repairs/replacements, as necessary. To manage servicing schedules including working at height equipment/machinery.
- Monitor and develop own performance, participate in regular reviews, receive feedback and undertake relevant training where appropriate.
- Work collaboratively with volunteers, work experience, placement participants and other members of staff; working together as a team to achieve Nottingham Castle's vision.

Accountabilities

- Ensuring all site plant and services are operational, maintained and working as intended.
- Assisting with the upkeep of the galleries and displays
- Ensure PPM testing is carried out as required and appropriately recorded
- Ensure displays are safe and comply with H&S regulations.
- Be aware of all NCT policies and procedures and ensure that these are adhered to by themselves and their team.

Knowledge required

- A thorough and broad understanding of building systems and services including building management systems.
- Good working knowledge of IT generally.
- Good working knowledge of a range of Audio Visual equipment.
- Understanding of working in a Grade 1 listed heritage building, including outdoor installation and working with the Public.
- Good knowledge of a range of hand and power tools and safe use.
- Ability to troubleshoot common problems in building systems, how to fault find and carry out front line repairs.
- Working at height regulations
- Interest in the broader arts and museums landscape and heritage sector
- Working knowledge of handling, presenting and safeguarding valuable, fragile and environmentally sensitive artworks.
- Up to date knowledge of health & safety legislation, COSHH and production of Risk Assessments

Experience

- Experience of providing technical assistance within an arts/cultural environment and working in a high-profile public building
- Experience of AV and IT support
- GCSE Grade C or equivalent in English & Maths
- City & Guilds or equivalent qualifications in any of the following areas: Carpentry, Fabrication, Electrical, Plumbing, Audio Visual, Sound or Lighting would be desirable
- NEBOSH or IOSH accredited health and safety qualifications
- Working at height

Skills

- Competent using a broad range of hand and power tools
- Good front line maintenance skills in any of plumbing, carpentry, electrics, audio visual, and grounds work.
- Maintenance of building services and plant
- Working at height and using towers
- Installing professional AV equipment
- IT literate: must have good general computer skills, be able to develop and maintain databases and produce reports.
- Ability to problem solve and troubleshoot IT issues under pressure
- Working to museum standards for the presentation and security of art and artefacts, including art handling and packing, exhibition installation and types of display, preventative conservation, and environmental control management.
- Enthusiasm for the Trust's aims and its independence, and an interest in all areas of the Trust's work
- Integrity
- Ability to work effectively with colleagues and support a working environment which attracts and retains talent

- Ability to work flexibly, including working on Bank Holidays and Weekends when required.