

AV Assistant

Job description

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Background

For over a century the Whitechapel Gallery has premiered world-class artists from modern masters such as Pablo Picasso, Jackson Pollock, Mark Rothko and Frida Kahlo to contemporaries such as Sophie Calle, Lucien Freud, Gilbert & George and Mark Wallinger.

With beautiful galleries, exhibitions, artist commissions, collection displays, historic archives, education resources, inspiring art courses, dining room and bookshop, the newly expanded Gallery is open all year round, so there is always something free to see.

The Gallery is a touchstone for contemporary art internationally, plays a central role in London's cultural landscape and is pivotal to the continued growth of the world's most vibrant contemporary art quarter.

Role

To provide AV support for the Operations, Events & Education teams and maintain the Gallery's technical requirements and equipment.

Accountability

The AV Assistant is part of the Operations Team and is managed by the Senior Technical Officer.

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Duties and Responsibilities

AV / Technical

- Respond to the wide requirements of the Gallery programme and staff in relation to events taking place in a variety of different spaces, including off-site
- To be responsible for overseeing and monitoring the safe and efficient running of all audio visual equipment for public and in-house events at the Whitechapel Gallery eg: projectors, laptops, microphones, sound mixing boards, DVD players, monitors, cd players, cassette recorders and all respective cables
- To undertake repairs of audio visual equipment where possible
- In liaison with the Operations Team, Events Coordinator and Operations Manager, setting up, running and taking down AV equipment as required
- To ensure that all AV equipment is properly stored at the end of events
- To ensure the AV equipment in the auditorium is properly serviced and operational at all times and to advise on future improvements
- To provide advice and assistance to the Gallery Manager and his/her team on exhibition AV requirements when needed
- To provide AV Technician services for the Gallery's Late Night, Public Events and education programme when necessary
- To assist with the asset tagging and logging of AV equipment
- To help co-ordinate the AV archiving of recordings, including provision on the Gallery's website

Other

- In consultation with your line-manager, to self-manage working hours and a varying workload and demands. To advise on additional staffing or training needs for busy or multiple events
- If working during high profile events or in a Visitor Services capacity, adhere to an agreed dress code (smart attire, no jeans, no trainers, please wear your badge)
- Support and uphold the Whitechapel Gallery's Health and Safety policy
- Any other duties that may be reasonably requested by the Senior Technical Officer.

Personal Specification

Essential

- Practical and hands on experience of the above areas
- Experience of manual handling
- Ability to work in a team
- Experience of dealing with the public
- Ability to organise practical and administrative work
- Experience of working to budgets
- Exemplary attention to detail and high aesthetic standards
- Ability to communicate clearly and concisely in an appropriate manner
- Excellent IT skills including Word, Excel, internet and databases

Desirable

- Experience of video/audio recording and editing
- Interest in contemporary art and with the innovative use of public spaces
- Basic electrical skills
- Experience of art handling
- Up-to-date knowledge and experience of working with new ICT technology

Conditions of Work

- Part-time permanent position, 4 days per week with flexible working hours depending on current workloads. This position includes regular and frequent work at evenings and weekends. 3 days per week would be considered for the right candidate.
- Salary: £18,000 per annum pro rata
- Hours of work: As above
- The period of notice is 2 months in writing on either side
- Probation period: 3 months

In addition, the benefits you are eligible to receive are:

- 25 days annual holiday (pro rata for part-time staff)
- Option of 4.5% of your gross salary provided as employers' pension contribution (3 months after start date or when probation has been successfully completed)
- Discount from the Gallery bookshop (subject to availability)
- Discount from the Whitechapel Café/Bar (subject to availability)
- Discounts on editions (one per edition) and publications (subject to availability)
- Annual research/travel grant of £200
- Training opportunities
- Option to participate in the Busy Bees Childcare Voucher scheme.