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| JOB DESCRIPTION | | |
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| Job Title: Exhibitions Technical Producer | Accountable to: Exhibition and Events Technical Manager | |
| Contract Length: 9 months | Hours per week/FTE: 0.8 | Weeks per year: 52 |
| Salary: £34,943 pro rata pa | Grade: 4 | |
| College/Service: Technical Services | Location: 20 John Princes Street, London, W1G 0BJ and relocating to Stratford from 2022 | |
| Purpose of Role: The role of Technical Producer requires technical project coordination and hands-on specialist art technician experience. Working closely with the Exhibitions Technical Manager and Exhibitions Technical Specialist, you will coordinate the technical aspects of the LCF exhibition programme, including scoping requirements, producing and maintaining technical documentation (RAMS, Gantt charts, project plans etc.), coordinating installations and assisting with project evaluations. Working with internal stakeholders such as Fashion Space Gallery and Events, and external contractors, venues and suppliers, you will assist with the production of LCF's exhibition programme, including large-scale graduate and post-graduate exhibition showcases across multiple venues, smaller ad-hoc specialist set-ups and in some instances international exhibitions. This includes ensuring exhibition resources and related spaces are managed and maintained to a high-standard. Ability to coordinate multiple large-scale productions concurrently is essential for this role. Experience in exhibition 3D design, lighting for exhibitions/catwalks, AV applications, production and realisation is imperative for this role. | | |
| Duties and Responsibilities: To co-ordinate the technical aspects of large and small-scale exhibitions, as directed by the Exhibitions Technical Manager To review and feedback on yearly exhibition production schedules and help identify where additional support is required. Using tools such as TEAMS, Microsoft Planner and Gantt Charts, to coordinate the scheduling of exhibition installations and take-downs. Co-ordinate timelines for each installation and take-down, communicating with contractors, staff and venues to ensure the timeline is adhered to; booking exhibition supplies, equipment and services and ensuring delivery within an appropriate timeframe. Scoping of exhibition projects against resources, creating predicted costings and sourcing specialist's technical teams (Internal and External) to deliver Exhibitions in budget and according to schedule Sourcing, booking, liaising with and managing contractors and suppliers, including production companies, art technicians, audio visual staff / companies and freelance staff to ensure exhibition installations are timely, well-organised and effective. Scope projects creating predicted costings against exhibition activities. Liaising with and advising staff, tutors, creative directors and students as appropriate to support them in realising their creative vision in a practical manner; considering and recommending creative and cost- effective solutions for their ideas within the context of the event venue, bearing in mind possible limitations set by the venue. This will be achieved through consultation, research and producing design briefs. Undertaking the installation of exhibitions, hanging and displaying work in conjunction with freelance exhibition installers, ensuring relevant kit and tools are available for all to use, directing and advising others where necessary. Occasionally undertake audio-visual installations including set-up of computers, projectors, screens and tablets for exhibition purposes. Compiling show reels and film footage, and installation of software and apps where necessary. | | |

To keep up with advancements in exhibition technical display methods, including lighting, hanging, fixing methods and display systems.

Co-ordinate exhibition resources in their various store places — including plinths, tools, mannequins, audio visual equipment, tools supplies. Maintain inventories and records, manage stock levels, ordering stock, equipment and consumables as required, managing repair and maintenance where necessary, including ensuring items are usable on an on-going basis and ensuring store rooms are tidy, safe and accessible.

To co-ordinate the borrowing and safe return of exhibition resources to and from LCF sites and external venues, ensuring damage and losses are charged for and replaced. Use of booking systems such as ORB.

On assigned projects as delegated by Exhibitions Technical Manager:

Manage exhibition technical budget set for individual exhibitions by the Exhibitions Technical Manager, Events Manager, Director of Internal and External Relations, and Fashion Space Gallery Director. Allocating funds, maintaining budget tracker and working with the Events team/Project Administrators to ensure finance procedures are followed in a timely manner and suppliers are paid.

Manage health and safety procedures for assigned exhibitions, compiling risk assessments and other necessary documentation (including insurance documentation, emergency evacuation plans, floor plans etc.) as requested by venues, liaising with health and safety consultants where appropriate and ensuring procedures are adhered to.

Management of day-to-day relationships with external venues in conjunction with the events/projects team, ensuring provision of timely information about exhibition and event plans, and dealing with queries or concerns between exhibitors and venues.

Management of staff as and when appropriate, including internal and external technical teams.

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

Exhibitions Technical Manager, Exhibition Technical Specialist, Fashion Space Gallery Team, Events Coordinator, events team, other technical staff, freelancers and external contractors and suppliers.

Specific Management Responsibilities

Budgets: YES

Staff: Management of staff as and when appropriate, including internal and external technical teams.

Other (e.g. accommodation; equipment): Equipment

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Exhibitions Technical Producer**Grade: 4****Person Specification**

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| Specialist Knowledge/ Qualifications | Demonstrates that specialist knowledge or qualifications match the role requirements. Degree is desirable |
| Relevant Experience | Demonstrable significant and relevant experience in a similar role in a comparable organisation. Demonstrable experience to lead on exhibition installations and has relevant experience that meets the role requirements. Experience of: 3D or 2D design software programmes Project management software (TEAMS, Planner, Gantt Charts, Critical paths) |
| Communication Skills | Communicates effectively orally, in writing and/or using visual media. |
| Leadership and Management | Motivates and leads a team effectively, setting clear objectives to manage performance |
| Professional Practice | Contributes to advancing professional practice/research or scholarly activity in own area of specialism |
| Planning and Managing Resources | Plans, prioritises and organises work to achieve objectives on time |
| Teamwork | Works collaboratively in a team and where appropriate across or with different professional groups. |
| Student Experience or Customer Service | Builds and maintains positive relationships with students or customers |

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| Creativity, Innovation and Problem Solving | Uses initiative or creativity to resolve problems |
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The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Last updated: March 2019