

## POSITION DESCRIPTION

Casual Installation Technician (POS1484)

<b>Directorate:</b>	Community and Culture	<b>Department:</b>	Casula Powerhouse Arts Centre		
<b>Position Grade:</b>	7	<b>Reports to:</b>	Head of Curator		
<b>Last review:</b>	February 2020	<b>Next review:</b>	February 2022	<b>Version No.:</b>	1.0

### Position purpose:

To work closely with the Curators, Registrar and other installation crew to install and prepare a diverse range of exhibitions. The Exhibition Install Team is an integral part of the CPAC organisation, responsible for the preparation and hanging of artworks. Exhibitions are often installed within a one week period every 6-8 weeks. Without the assistance of a professional Exhibition Install Team, CPAC is unable to continue providing enriching and enjoyable visual arts experiences.

### Key accountabilities/responsibilities:

Responsible for:

- 1) Install exhibitions for a range of spaces and clients to museum and gallery standards.
- 2) Handling of artworks including the installation, de-installation, packing and storage of artworks.
- 3) Fixing and maintaining gallery walls including filling, sanding, painting.
- 4) Clearly and effectively communicating with a wide range of clients, customers and staff.
- 5) Following curatorial and technical directives from Casula Powerhouse staff
- 6) Making basic fixtures and structures for exhibits.
- 7) Lifting and manoeuvring technical equipment and visual display cases.
- 8) Follow Council's policies and procedures when carrying out work to ensure risks are managed. Report all incidents, risks and issues to Management on a timely manner.

### Decisions made in the position:

- 1) Problem solving.
- 2) Materials and equipment.
- 3) Workshop maintenance.
- 4) Time management.

### Decisions referred:

- 1) Contribute to workplan priorities in consultation with the Curators.
- 2) The implementation of technical risk management procedures, manuals and emergency evacuation procedures.
- 3) Expenditure.

### Key issues/challenges:

- 1) Assist in the implementation of a comprehensive and consultative program of Casula Powerhouse Arts Centre exhibitions, events, festivals and community programs that range from local to international, short to long term with competing deadlines that meet statutory requirements.
- 2) Liaise effectively with technical crews during bump-in, bump-outs and other technical staff during exhibition install periods.
- 3) Working with Casula Powerhouse Arts Centre staff and contractors from diverse backgrounds, or with

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different resources and expertise.

4) Identifying and implementing technical solutions for installing exhibitions.

### **Key working relationships:**

- |                           |                                    |
|---------------------------|------------------------------------|
| • Curatorial Department   | • CPAC clients and external hirers |
| • Registration Department | • CPAC Staff                       |

**POSITION SPECIFICATION**

**Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.**

**ESSENTIAL CRITERIA****Qualifications/Licences**

- Recognised qualifications in exhibition installation and/or at least 1 year comparable industry experience.

**Experience**

- Demonstrated technical experience in an arts organisation and working within a team to install exhibitions for a range of spaces and clients to museum and gallery standards. Including hanging artwork and painting exhibition walls and fixtures.
- Demonstrated knowledge of safe and professional artwork handling. Experience in the packing and storage of artworks.
- Self-motivated and proven experience of time management skills for high-pressure and competing deadlines and the ability to effectively prioritise work and meet production and organisational deadlines.
- Interpersonal skills including respect for staff ability to work within a team, empathy with artists, ability to communicate with a diverse range of community groups and ability to support their needs.

**Knowledge and Skills**

- Knowledge of Occupational Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Good knowledge of visual arts.
- Knowledge of technical requirements, installation systems and presentation of artworks for exhibitions and events.
- Confident power tool experience.

**DESIRABLE CRITERIA****Qualifications/Licences/Experience/Knowledge and Skills**

- Experience in using elevated work platforms and machinery and/or working with heights licence.
- Forklift Licence.
- Professional carpentry and /or electrical skills.
- Knowledge and understanding of the theory of lighting and audio-visual concepts desired.

## **Our vision:**

**Aspiring to do great things – for ourselves,  
our community and our growing city.**

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**