

## JOB DESCRIPTION

### **Installation and Production Manager**

Application deadline:

**6pm, Tuesday 28 May 2019**

Interviews to be held:

Week commencing **3 June 2019**

Start Date: Immediate

**Zabludowicz Collection** is a philanthropic organisation including a growing-collection of contemporary art and a programme of international exhibitions, events and artists' residencies. Founded in 1994, the Collection is dedicated to fostering new audiences and a sustainable environment for contemporary art, offering a variety of opportunities and support for artists and art organisations. All of its activities are privately funded and free for the public to access.

The collection contains over 3000 works of art by more than 600 artists, spanning 40 years of art production, its focus is on emerging art from the late 20th century to the present day and it is in constant development. The Collection has been directed since 2006 by Elizabeth Neilson.

In 2007 the Collection opened its main exhibition space in London, in a 19th Century former Methodist Chapel where it has worked with artists, curators and the collection to produce exhibitions and events examining contemporary art practice in a public forum. The Collection also runs an international programme of exhibitions, events, residencies and commissions across four permanent venues in the UK, USA and Finland. The programme is directed by Maitreyi Maheshwari.

### **Job Description**

**Contract:** Permanent & Full Time

**Salary and benefits:** Starting salary will be £28-32,000.00 per annum depending on experience.

**Probationary Period:** 6 months

**Holiday entitlement:** 25 days per annum

Private Medical Insurance and Dental Scheme after one year of joining.

Company contributes 5% of salary into the Personal Pension Scheme after one year of joining, conditional on your contributing 3% of your salary.

Key duties and responsibilities for the post are subject to annual review. Any significant changes to the role will be subject to consultation.

The Installation and Production Manager is responsible for the planning, production and implementation of the Zabludowicz Collection's programme of exhibitions, artists' commissions and displays across all the Collection's locations. The Installation and Production Manager play an integral part in the organisation bridging collection management and curatorial teams, liaising on behalf of both with external artists, contractors, designers and technicians.

The Installation and Production Manager reports to the Programme Director and works closely with the Directors and Curators as well as coordinating with the entire staff and many external suppliers, not least artists and their studio's.

The person who fills this role will have excellent technical art handling knowledge, be great at time and resource management making them able to achieve projects on budget and in time. They will also be a great team player and have lots of patience.

### **Programme Overview:**

176 Prince of Wales Road, London, UK

- Solo and Group exhibitions of works from the collection, production and facilitation of new works, and extensive programme of live and educational events, currently in excess of 10 exhibition projects per year

Helsinki & Sarvisalo, Finland

- Biennial residency programme for invited artists; installation of artworks and newly commissioned projects indoors and in the landscape and associated public tours and annual events.

New York, Virginia, Las Vegas, USA

- Occasional residency programme for invited artists 1500 Broadway, New York & Plaza Hotel, Las Vegas

Off-site

- Periodic pop-up exhibitions and performances, commissions and projects including exhibitions of the Collection in private and public, national and international locations

### **Key Duties and Responsibilities:**

- Scheduling and implementing programme making efficient use of resources
- Coordinating installation of art and other items at all sites, this includes management of technicians, contractors and fabricators and procurement and management of necessary materials and services
- Work with the Directors and Curators on the logistics, installation & de-installation of exhibitions at all locations including touring shows as necessary; including AV and lighting design
- Main point of contact for staff in all locations, creating effective methods of commutation where needed
- Costing projects and working to a budget
- Inputting into the marketing and web presence of the organisation
- AV equipment maintenance and loans
- Input into programming meetings
- Representing the organisation externally where appropriate
- Other activities as appropriate to the role Please note that this list is not exhaustive.

## **Person Specification**

### **Essential Knowledge, Skills and Abilities:**

- Minimum of 3 years project management or production experience
- Proven ability to work on multiple projects simultaneously
- Excellent personal and team time management skills including prioritizing, planning and organizing
- Experience of working on exhibitions and projects with artists
- Excellent technical knowledge of art production and installation techniques
- Experience of troubleshooting and problem solving
- Practical experience of handling and installing artworks
- Knowledge of IT and AV technology
- Experience of working within and to budget
- Keen and excellent accuracy and attention to detail
- Knowledge and enthusiasm for contemporary art
- Excellent information gathering and monitoring
- Flexible attitude and commitment to projects to ensure they happen
- Ability to work with and communicate effectively with a wide range of people
- Proven ability to work effectively within a team
- Proven ability to work both independently and collaboratively
- Experience of managing a team of contractors
- Ordering and managing resources for production
- Negotiating costs and schedules with contractors and suppliers
- Excellent written and verbal communication skills
- Fluent written and spoken English
- Ability to travel as appropriate
- Eligibility to work in the UK

### **Desirable Knowledge, Skills and Abilities:**

- Knowledge of conservation issues for artworks
- Knowledge of VR and AR Technology and troubleshooting
- Knowledge of loan and touring contracts
- Full clean driving license
- Existing Technical contacts

### **Application procedure:**

Please apply with cover letter and current CV including the names of two referees, these will not be contacted without your permission.

Please outline your availability for interviewing and start date in covering letter.

Send applications to: [jobs@zabludowiczcollection.com](mailto:jobs@zabludowiczcollection.com) addressed to **Ginie Morysse**.