

## **INFORMATION ABOUT THE DEPARTMENT**

The department has the responsibility for the safe movement, preparation and installation of all art objects within the Gallery. This involves the routine re-hanging of individual galleries to the installation of full-scale exhibitions in the three temporary exhibition spaces. As the department is central to the delivery of the Gallery's objectives, the department communicates and works closely with most departments within the Gallery, particularly Conservation, Curatorial, Registrars, Exhibitions and Building.

In addition to our core activities, the department also manages two picture stores and is responsible for location recording of all art objects within the gallery and inputting the correct information onto the main Gallery database.

The department actively promotes high standards within the profession. This includes training for technicians from other institutions in the UK and overseas. The Art Handling Department also leads on developing new equipment and procedures for handling the Gallery's collection.

## **JOB DESCRIPTION**

### **Art Handler – Band 8 – Job Ref –ART H/09**

#### **ROLE SUMMARY AND KEY RESPONSIBILITIES**

To work as a member of the Art Handling team responsible for the safe handling of the National Gallery's art collection and all art associated with the collection. This includes the transportation of art within the Gallery and the installation, de-installation of the collection and exhibitions at the National Gallery. The Art Handling team are also responsible for the preparation of the collection for travel to other institutions as well as a number of other display related activities.

#### **MAIN TASKS AND ACTIVITIES**

- Working as a team member, move pictures and other works of art to and from galleries, storage areas, photographic studios and conservation areas. This may also include removing pictures from their frames for photography in accordance with departmental practices and procedures. Related activities include documenting all movements and undertaking storage inventories so that records of locations and any related information is kept fully up to date.
- Install the Gallery collection and associated art in permanent galleries, temporary exhibition galleries and private office areas. This also includes installing labels, exhibition panels and graphics for exhibitions. This involves participation in team discussions and meetings to resolve issues relating to the installation of the art objects
- As a team member, prepare the collection for loan to other Galleries by wrapping and packing art work as instructed. Also receive artwork back from loan, unpacking and preparing the work for installation in the Gallery as required. This will include the loading and unloading of art work from vehicles on arrival at the Gallery. In addition, as a team member you will be asked to contribute to

discussions concerning issues surrounding the packing and transportation of Art.

- To be trained as a National Gallery courier. This will involve being selected on occasion to carry out courier duties within the UK and overseas according to a schedule agreed within the Art Handling Department. This duty includes representing the Gallery's interests regarding collection loans to other institutions, ensuring the Gallery's specified practices and procedures for loans are observed.
- Assist the Conservation and Framing Departments in the refitting and glazing of paintings in the collection. This will involve removing works from frames and assisting with larger paintings to be glazed.
- May be required on occasion to participate in photo shoots and filming by the media.

### **Diversity and Equal Opportunities**

- To value and respect colleagues and members of the public regardless of their background, and promote a positive environment which supports equality and diversity.
- To cooperate and contribute to measures introduced by the Gallery to ensure equality of opportunity and encourage diversity.

### **ORGANISATIONAL ROLE**

The post holder will report to a Senior Art Handler.

## PERSON SPECIFICATION

### Art Handler – Band 8 – Job Ref – ART H/09

#### EXPERIENCE and KNOWLEDGE

##### Essential:

- Experience of art handling, in either a museum or commercial organisation.

##### Desirable:

- Experience in the handling and transportation of “old master” paintings including panel paintings.
- Experience of working with a museum computer database.

#### SKILLS AND ABILITIES

##### Essential:

- Ability to make decisions on a daily basis related to the handling, movement and display of works of art ensuring compliance with the department’s procedures and standards.
- Willingness to contribute ideas and suggestions in a team environment, assisting in solving specific technical and logistical problems where required.

##### Desirable:

- Willingness to contribute to the Departments equipment design projects.

#### Communications and Influencing

##### Essential:

- Excellent verbal and written communication skills in order to liaise with Gallery staff at all levels and those externally.

#### Teamwork and Personal Impact

##### Essential:

- The ability to work well as part of a team and on occasion, without direct supervision.
- Ability to demonstrate a calm, patient and considerate approach to all aspects of the work.

**Desirable:**

- A willingness to initiate projects in association with other team members.

**Other Considerations**

The post holder should be willing to consider working reasonable extra hours if required. This includes occasional long, unsociable hours in relation to courier duties both in the UK and abroad.

## **SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT**

### **Art Handler – Band 8 – Job Ref – ART H/09**

This is a fixed term appointment for 12 months pending a work review.

#### **Salary**

This post is on the Gallery's Band 8. Salary is £18,975 – £23,024pa.

#### **Pay Review**

Gallery pay bands have a minimum and maximum only and there is no guaranteed progression through pay bands. Pay increases including progression through pay bands are dependent upon government public sector pay policy and affordability, and the Gallery's pay settlement arrangements.

#### **Hours**

The basic hours are 41 a week, including one hour a day for all breaks including lunch. These hours are normally worked over a 5 day week, from Monday to Friday.

#### **Leave**

The annual leave allowance is 26½ days with pay. In addition there are 9 days public and privilege holidays that fall within the duration of this fixed term contract.

#### **Probation**

The probationary period is 10 months.

#### **Pension**

The Gallery (through the Civil Service pension arrangements) offers a choice of pension provision, giving you the flexibility to choose the pension that suits you best. Broadly the contribution rate for most new starters is approximately 4.7% to 6.67% (dependent on your salary) and the scheme provides a pension in line with the consumer prices index and benefits in the event of ill health retirement and death.

#### **Smoking**

Smoking is strictly prohibited in all parts of the National Gallery. However, in order to meet the needs of smokers, the Gallery had decided to exercise discretion to provide two designated smoking areas outside the

main Gallery buildings.

## **Security Screening**

The appointment is subject to the Security Screening, which includes the verification of identity, employment history for the past 3 years, immigration status and criminal records. If appointed you will be subject to periodic re-screening of criminal records every 5 years.

The information above is a summary only of the contractual terms and conditions that will apply to the person appointed. The summary does not represent a contractual commitment and, if there is any variation between it and the contract offered on appointment, the contract will apply.

## **NON-CONTRACTUAL TERMS, CONDITIONS AND OTHER FACILITIES**

- Our staff café offers a range of subsidised hot and cold meals and snacks.
- Staff discount of 25% on all products bought from the Gallery's shops, and on food and drinks in our public self-service Café, Espresso Bar and Restaurant. Additionally, a higher discount of 50% is available on hot drinks in the self-service Café and the Espresso Bar.
- Free admission to our charging exhibitions and 4 complimentary guest tickets to our charging exhibitions.
- Use of our library, which is not open to the general public.
- Free entry or a concession at a number of museums and galleries.
- Free occasional staff lectures (normally held between 9.00 – 10.00 am), which cover aspects of the Collection, temporary exhibitions and other topical subjects.
- Season ticket loans - with the exception of staff on casual contracts, all staff with at least two months' service, are eligible to apply for an interest-free loan to buy a season ticket for their journey between home and work.
- An employee assistance programme (EAP) providing confidential advice and support is available for all staff, and their immediate families. This service is free of charge.
- Staff are able to join the Benenden Healthcare Society that works alongside the NHS and provides private medical insurance, and the HSA which is a benefit scheme that helps pay towards a variety of professional healthcare costs such as optical, dental, physiotherapy, osteopathy and hospital stays.
- Childcare vouchers - staff who are parents can join a salary sacrifice scheme, which enables them to sacrifice a proportion of their salary each month in order to purchase childcare vouchers. Vouchers are exempt from Tax and National Insurance and therefore represent a saving for employees.
- Cycle To Work Scheme - staff who are over 18 years old, have successfully completed their probation period and have a contract which will run for more than 12 months from the date of

implementation, can sign up to a salary sacrifice scheme which enables them to give up a proportion of their salary each month in order to hire a bicycle from the Gallery. The loan is exempt from Tax and National Insurance and therefore represents a saving for employees. At the end of the loan period, staff will have the opportunity to buy the bike for the fair market value.



## TRAINING AND DEVELOPMENT

All employees make a vital contribution to the achievement of the important and challenging aims and objectives the National Gallery has set itself. The Gallery's training and development policy is based on our aim to help you to continue to consolidate and develop further the skills and knowledge you need in order to do your job and make that important contribution to our work.

The Gallery's Training & Development Manager encourages everyone to work with their line manager to identify their professional and personal development needs, planning for the future as well as making sure you've got the skills to carry out your present duties. Together we can then look for the best way to help meet those needs.

Although going on a short course is sometimes the most appropriate thing to do, there are many other types of training and development. Sometimes receiving some coaching 'on the job' is appropriate, or perhaps carrying out some research independently.

Whether or not you attend a course, the training you receive is just the starting point of gaining and developing new skills; it's when you come back to the work place and try to apply what you have learnt that the learning really begins. We encourage staff to see their development as an on-going process and not just a series of one-off events.

Typical examples of staff development include:

- Involvement in Induction events, to give new staff some Gallery-wide knowledge and understanding of the organisation as a whole;
- Development of IT competence, both in a group and a one-to-one basis;
- Attendance at work-related conferences and seminars;
- Development of knowledge about general organisational issues such as health and safety and fire awareness;
- Financial support to gain a necessary professional qualification.
- Participation in the Gallery's Management Development Programme.

We ask for feedback from you after every training event so we can see whether you got from it what you needed. And your line manager will keep your development under review, both through your annual Performance Review and Development process and through the quarterly reviews during your period of probation.

Though we cannot do the learning for you, we are determined to help you do so while you're here.