

JOB DESCRIPTION

JOB TITLE	Gallery Technician
RESPONSIBLE TO	Collections and Exhibitions Registrar
UPDATED	February 2026

1 JOB PURPOSE

To work closely with the Gallery Manager and Collection & Exhibitions Registrar, alongside the Collections and Exhibitions team, to deliver high quality technical support, planning and production of technical aspects of the exhibitions programme and to help manage and care for its unique collection.

2 KEY RESPONSIBILITIES AND RESULTS

INSTALLATIONS

- Assist the Gallery Manager in planning, organising and preparing all necessary exhibition and other installation requirements with the Collections and Exhibitions team as required, as well as external artists and institutions.
- Assist the Gallery Manager to source and order materials and equipment for exhibitions and events.
- Assist the Gallery Manager and Registrar with loading, unloading and handling of works of art, liaising with transport companies, couriers and conservators.
- Plinth building and other bespoke carpentry work when required.

COLLECTIONS CARE AND MAINTENANCE

- Safely handle a wide range of works of art, including two-dimensional works and sculptures.
- Prepare and pack works of art for loan
- Framing and mounting, including replacement of backboards and other basic conservation work.
- Regularly monitor the exhibition displays to ensure they are maintained to the highest standards and in line with object and lender requirements.
- Oversee the maintenance of tools, equipment and art stores.

- Alongside the Collection & Exhibitions Registrar, share responsibility for tracking object movement and updating records.
- Work closely with the Operations Team to support high building maintenance standards with reference to the galleries, workshop facilities, equipment, tools and storage areas.
- Assist the Cultural Gardener with garden sculpture maintenance, checks and basic cleaning.

ADMINISTRATION

- Assist in drawing up installation plans and schedules with the Gallery Manager.
- Record object movements and update the collections management database with relevant information as required.
- Update object records in the collections management database with relevant information as required.
- Track on and off-site storage of exhibition furniture and crates.

GENERAL

- Contribute to the development and success of The Hepworth Wakefield particularly with regard to standards in display.
- Represent the Gallery at relevant public and networking events and liaise with partnership organisations.
- Undertake any other duties as reasonably required by the Gallery Manager or Registrar.

3 ADDITIONAL INFORMATION

We are committed to improving diversity within our organisation and we expect all our employees to share this commitment and help us to achieve these goals.

All staff must carry out all duties in accordance with our policies and procedures.

The post involves considerable physical activity, including the ability to safely lift heavy weights and handle tools

Occasional weekend and evening work will be required during install periods, for which time off in lieu will be offered.

4 KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

E = Essential, D =Desirable

SKILLS / ABILITIES / PERSONAL ATTRIBUTES	
Sound practical skills and technical knowledge within construction and workshop environments including use of hand and power tools, construction methods, materials and variety of fixings and finishes	E
Ability to facilitate artistic ideas with creative, practical and resourceful solutions and effective problem solving	E
Ability to act with tact and diplomacy at all times and under pressure with individuals from a variety of situations and backgrounds	E
Strong organisational, communication and administrative skills	E

IT literacy in basic office applications	E
Strong relationship building skills	E
Professional, motivated and enthusiastic	E
Positive, can-do attitude	E
EXPERIENCE	
Experience of handling a wide variety of artworks	E
Proven experience of collections management and care, including the packing, unpacking and crating of artworks.	E
Relevant experience of exhibition planning, production and installation in a gallery or museum environment	E
Proven experience of using 3D modeling software to design exhibition layouts, such as Sketchup	D
Experience of working with AV, including film, video, digital and sound installation	E
Experience of slinging heavy sculptures	D
Experience working with MODES or other collections management systems	E
KNOWLEDGE	
Sound knowledge of best practice in collection management and care	E
Understanding of contemporary art and the wider arts and culture sector	E
Knowledge of and commitment to best practice in Health and Safety management	E
QUALIFICATIONS	
IPAF and/or PASMA license	D
Health and Safety qualification	D
First aid at work	D

5 BASIC TERMS AND CONDITIONS

- The salary offered for this position is £26,000 per annum pro rata.
- This is a permanent position.
- Part-time, 15 hours / 2 days per week.
- There may be an occasional requirement to work evenings and weekends, for which TOIL will be granted.
- Probationary period of 6 months.
- Notice period 1 week during probation.
- The place of work is The Hepworth Wakefield, Gallery Walk, Wakefield, WF1 5AW.

- 25 days annual leave per annum plus bank holidays (pro rata), rising by a day each year of service up to a maximum of 28 days. The leave year runs from 1 April to 31 March.
- New employees meeting the criteria will be auto-enrolled into a pension scheme run by Royal London, including an employer contribution of up to 6%.
- Enhanced maternity, paternity and adoption entitlements.
- Enhanced sick pay entitlements.
- Employee Assistance Programme offering confidential support services.
- Free eye tests run by Specsavers.
- Staff discount in the shop and café.