

ART HANDLER

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THE NATIONAL GALLERY

The National Gallery exists so that people can engage with great art

It is a public museum with a uniquely important collection of pictures for the benefit of all. It tells a coherent story of European painting spanning seven centuries and reflects how artists and the societies in which they lived have responded to myth and religion, history and contemporary events, landscape and the human form, and to the tradition of art itself.

The National Gallery constitutes a living legacy of humanity's highest cultural achievements in painting and is an inestimable resource for understanding the world as we have inherited it.

We who currently have responsibility for the Gallery want to share this resource, and our enthusiasm for it, with the widest possible audience.

Established in 1824, the National Gallery is a national responsibility ultimately underwritten by Parliament. A quarter of a century ago the Gallery's statutory responsibilities were set out: to care for and add to the collection, to display it for the public, to advance scholarship and research, and to promote enjoyment and understanding.

Millions of people now visit the National Gallery every year and we reach many more online. We are committed to the idea of the National Gallery as a place of learning and enjoyment and we aim to realize the Gallery's potential as a source of inspiration for this and future generations.

From its inception the National Gallery has been free for all to visit. We believe that free admission represents a commitment to the public which must be reaffirmed and developed, a commitment to visitors of all ages, from Britain and abroad, and from all walks of life.

The National Gallery has an important role to play in enabling people to understand and negotiate the changes that society is undergoing by providing long-term historical perspective, mediated access to works of art of great significance and beauty, and a safe environment for reflection on questions of identity, beliefs, and on the relationship between the past and the present.

STRUCTURE

The Gallery has charitable status, and is a non- departmental public body sponsored by the Department for Culture, Media and Sport (DCMS). The Director acts as the Accounting Officer.

The Gallery is governed by a Board of Trustees, chaired by Hannah Rothschild. The Board of Trustees of the Gallery holds the pictures in trust on behalf of the nation.

Under the overall leadership of the Director, the Gallery's staff work across two main areas:

- Chief Operating Officer (Human Resources, Buildings & Facilities, Directors of Finance, Public Programmes and Digital).
- Collections and Research (Art Handling, Conservation, Collections, Collection Registrars, Curatorial, Framing, Photography, Research and Scientific).
- The Director of Public Programmes and Partnerships covers (Education, Exhibitions, National Programmes and developing partnerships with external bodies).
- The Digital Director is responsible for the Gallery's digital strategy (including Digital, Information Services, Creative, Press and PR).

The Gallery currently employs approximately 240 full-time and part-time staff with plans for growth during the coming year to 300. A significant portion of the Gallery's services is handled by a range of commercial partners, who provide in-house and front-of-house services. The Gallery is supported by the activities of the National Gallery Company Ltd, a commercial entity which contributes financially to the National Gallery. It is owned and operated by the National Gallery Trust, an independent Trust which generates and manages additional charitable contributions to the National Gallery.

STRATEGIC PRIORITIES 2018–2023

Dr Gabriele Finaldi, the National Gallery's Director, has articulated a new, ambitious vision for the Gallery, clearly identifying its strategic priorities until 2023. Under Dr Finaldi's leadership, the overarching vision for the Gallery is to be a stronger, more resilient museum, well prepared to fulfil our large ambitions for the decades ahead.

1. We will significantly expand our programmes and activities and work more with contemporary artists. Museum learning will be central to our ambition to foster engagement with the public.
2. We will seek to acquire major paintings and to build up the collection in little-represented or unrepresented areas of the history of art.
3. We will create a National Gallery with digital at its heart, to reflect a more digital world.
4. We will share our pictures with people across the UK and we will share our expertise to support regional museums.
5. We will invest in and develop our research capabilities to be an intellectual leader in the fields of technical art history and conservation science.
6. We will make a significant investment in our staff and undertake a major infrastructure project to accommodate them on a single site, the One Gallery Accommodation Hub.
7. To deliver these plans, we will grow our income with the aim of being 50% self-funding by 2022/3.

Further detail is available [here](#).

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 Galleries 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 Galleries collection.

THE ROLE PROFILE

ART HANDLER

JOB CONTEXT

The National Gallery Art Handling department is responsible for all art handling activity within the Gallery itself. This includes exhibitions, special hangs and the loans program as well as many other areas that directly affect the collection. The Department has a history of developing equipment and processes and is recognised as the Gallery's primary source of specialist knowledge on all art handling matters.

The role of Art Handler comprises the central function of the Art Handling Department and is critical to its success. As a National Gallery Art Handler you will be expected to carry out your role to the highest standard whilst observing the philosophy of the department, helping to advance new solutions and promoting its goals.

JOB PURPOSE

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.

SCOPE OF JOB

As a member of the Art Handling team, you will work with other team members on all aspects of the department's display related activities. You will be expected to make daily decisions around hanging methods, transportation processes and packing systems. You will also represent the Gallery externally. This will include participation in training courses delivered by the department as well as acting as a courier for the Gallery's national and international loans programs.

The department has a well-established equipment design program through which new art handling equipment is developed, part of your role may involve input to this activity. The Department is, in partnership with our colleagues at the National Gallery of Ireland and the National Gallery of Scotland, developing an exchange program aimed at this role. The post holder will be given the opportunity to participate in the program.

KEY DELIVERABLES

The role involves working to set timescales particularly in activities around exhibitions and the loans out program.

Some activity will also involve assisting senior members of the department in the development of specific projects.

KEY RELATIONSHIPS

The role is line-managed by one of three senior technicians but could be supervised on a daily basis by a Senior Technician or a team supervisor. The role requires the development of strong working relationships with all other department team members.

ESSENTIAL ROLE CRITERIA

- Experience of working as part of an established team in a museum or commercial environment.
- A comprehensive understanding of basic art handling equipment and how it is applied in principal or how it can be redesigned to improve function.
- Excellent manual skills concerning the use of hand tools, drills etc.
- Excellent practical problem solving skills, particularly in adapting quickly to unexpected problems.
- The ability to form positive, collaborative working relationships with team members and colleagues of the wider Gallery.
- The ability to stay calm and maintain a professional demeanour in the face of additional, unexpected pressures.

ADDITIONAL CRITERIA

- Some overtime or out of hours work may occasionally be required.
- The post holder may occasionally be expected to participate in media photoshoots and filming to publicise the work of the Gallery.
- The role involves participation with the Gallery incident management plan and this includes the possibility of being called to act as a Salvage Team leader.

DIVERSITY AND EQUAL OPPORTUNITES

- To value and respect your colleagues and members of the public regardless of their background.
- To cooperate and contribute to measures introduced by the Gallery to ensure equality of opportunity and encourage diversity.

SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

Art Handler

Full Time
Permanent

Salary

This post is on the Gallery's Band C. The salary is £26,000 pa.

Pay Review

Pay increases are dependent upon government public sector pay policy and affordability, and the Gallery's pay settlement arrangements.

The following are for employee status:

- Occupational defined benefit scheme (Civil Service Alpha, details available through the Civil Service website); transfer from another Civil Service employer with an existing scheme (eg Classic) will be recognised.
- Annual leave entitlement begins at 26.5 days pro rata, rising to 31.5 days at five years' service.
- Flexible benefits from three months' service, including discounts, holiday trading, cycle to work and other benefits which vary from time to time according to availability via the Gallery's 'Palette' scheme.
- Flexible working arrangements to suit.
- Participation in the reciprocal arrangement between cultural institutions for free entry.
- Employee discount in the Gallery's retail and catering outlets, as well as a number of outlets in the vicinity of Trafalgar Square.
- Free tickets to Gallery exhibitions, up to four to share with friends and family.
- Employee Assistance Programme and Occupational Health, including annual 'flu vaccination on request.

HOW TO APPLY

It is important to complete all sections of our application form in order to ensure that we have all the information necessary to consider you for the job you are applying for. There are a number of sections to complete before submitting your application. However, you can save your application form at any stage and return at any time prior to the closing date to complete.

If you have any questions on the information you should provide, or have any difficulties completing the form, please contact the Human Resources Department at recruitment@ng-london.org.uk or on 020 7747 5909.

Employment & Academic History

Due to the value of our collection the Gallery undertakes extensive pre-employment screening, including a criminal record check. As part of our security screening process we need to account for all of your time over the past 3 years and will verify the information provided. However we are interested in all of your relevant work experience so please provide us with your career history.

Supporting Information

In this section you should provide any information that supports your application. The essential role criterion shows you the criteria which are necessary to carry out the responsibilities of the job and will be used to shortlist candidates for interview.

By using the role profile, you should outline how your skills, knowledge and experience match the requirements of the post.

Selection

For some roles at the Gallery we will ask you to complete a variety of selection activities to allow candidates to demonstrate your abilities and suitability for the post. These may include ability tests, personality questionnaires, work simulation exercises, interviews, etc. Details of the specific activities will be advised to you as part of the process.

Equal Opportunities Monitoring

The Gallery is committed to equal opportunities for all job applicants and employees. Our policy is that no job applicant or employee should receive less favourable treatment than another on grounds of gender (including gender reassignment), sexual orientation, marital or family status, civil partnership status, race, colour, nationality, ethnic or national origins, religion or similar belief, disability, age or trade union membership or any other condition or requirement which cannot be shown to be justifiable.

Information you provide such as ethnic origin, gender and disability will be used solely for monitoring purposes and identifiable information will not be disclosed.