



COLLECTION & WAREHOUSE MANAGER, DRAF

Full time, based in London

DRAF is seeking an experienced Collection and Warehouse Manager to actively contribute to the organisation, comprised of a contemporary art collection of over 2,000 works and an active programme of exhibitions and performances in London and across the UK.

Following 10 years of successful exhibitions, events, performances and research programming in its London gallery spaces, DRAF is evolving and expanding. The next phase of the organisation will include a UK-wide collaborative programme, continuing a base in London and an increased activation of the Collection. Collection & Warehouse Manager provides with the care, storage, cataloguing and presentation of works from the David Roberts Collection ('the Collection') and preparation, installation and monitoring of temporary exhibitions and events at the David Roberts Art Foundation (DRAF) and other dedicated venues.

Reports to: Director & Chief Curator and Collection Curator

Responsible for: In-house and hired technicians

HOW TO APPLY

Please submit a full CV, and Letter of Interest (500-750 words) with the job title, to info@davidrobertsartfoundation.com

Deadline: Fri 1 June 2017, 10am

MAIN DUTIES:

Art Handling

- i. Condition checking, with excellent attention to detail
- ii. Pack and unpack artworks to a high standard
- iii. Manage and oversee the transportation of art works
- iv. Identify and coordinate conservation or restoration needs
- v. Assist in the rationalisation of storage spaces and ensure that objects are stored to the highest standards
- vi. Manual handling of heavy objects from sculptures to painting and sometimes working from raised platforms
- vii. Research and oversee supplies of packing and storage materials

Management & Environment

- i. Experience in hiring technicians and coordinating teams when needed
- ii. Manage an efficient and up-to-date system for tracking storage and locations of artworks, including loaned and consigned works
- iii. Oversee move to a new warehouse, including collaboration with architects on storage requirements
- iv. Monitor temperature control and humidity measurements

- v. Oversee health and safety requirements
- vi. Maintain the workshop, storage spaces, tools and equipment at the warehouse and ensure that equipment is kept tidily and safely. This involves regular housekeeping activities, including cleaning and rubbish collection
- vii. Maintain inventory of building materials, tools/equipment and exhibit consumables, and order supplies as needed
- viii. Maintain up to date inventories of the Audio Visual Equipment, ensure that the equipment is functional and accessible

Database

- i. Keep precise records of artworks and their location using our database inventory system
- ii. Support cataloguing in liaison with Collection Curator, including updating locations and condition reports

Temporary Exhibitions

- i. Manage transport and installation of artworks in person; or recruit and manage contractors for exhibitions
- ii. Hands on assistance in the installation and de-installation & maintenance of art works using knowledge of, A/V, lighting and video equipment and other related materials
- iii. Support and advise technically on the preparation, production and installation of exhibitions and events at various locations
- iv. Designate the necessary materials and coordinate their order for projects

General

- i. Work across multiple sites in, and on the occasion outside of London
- ii. Flexible, diligent and efficient installation of works at short notice during working hours at different locations, including managing additional technicians
- iii. Hold current valid UK driving licence, with responsibility for driving and maintaining DRAF van
- iv. Hold forklift and scissor lift certificates, or willingness to attend a certificate programme.
- v. Hold PAT testing certificate, or willingness to attend a certificate programme.

PERSONAL SPECIFICATION:

- i. Friendly and problem solving attitude, excellent regular communication with colleagues and staff
- ii. Responsible and attentive to detail
- iii. Experience of working with recognised art collections and/or warehouses; including effective management of staff and resources
- iv. Professional level of handling artworks; knowledge of art transport and condition standards
- v. Experience of cataloguing and database management
- vi. Tidy and orderly attitude towards the work environment, practical and hands on approach
- vii. Practical skills including basic carpentry, to design, construct display structures such as plinths, frames, vitrines; and repair crates