

Installation Officer

Position No:

Position classification: **Level 3 (Schedule B1)**

Status: **Casual**

Hours per week: **Maximum of 37.5 hours per week**

Position revised on: **23 November 2021**

Directorate: **Community Development**

Business unit: **Arts and Culture**

Service area: **Fremantle Arts Centre**

Location: **1 Finnerty Street, Fremantle**

Reports to: **Installation Coordinator**

Reporting line: **N/A**

1 Primary objective(s) of the position

Provide multiskilled services for the installation of exhibitions and supervision of exhibitions and spaces at the Fremantle Arts Centre (FAC). This is a casual role requiring people who are multidisciplinary, dynamic and flexible, enthusiastic, engaged, self-motivated and team players.

Successful candidates will have the opportunity to work with the Exhibitions team to prepare and install and deliver the ongoing exhibition program at FAC.

Hours and requirements vary depending on role availabilities and exhibition install demands and requirements.

2 Duties

INSTALLATION OFFICER

- Assist with the installation and deinstallation of FAC's exhibitions and occasional exhibition tasks prior to and after install periods.
- Ability to work in physically demanding situations, including working at heights. Lifting and movement of heavy objects is an inherent requirement of the position.
- Work on all technical aspects of the exhibition installations including painting, hand and power tools, measuring and calculations, hanging processes.
- Effectively perform various skilled tasks pertaining to the fabrication of gallery displays, mounts, gallery furniture, and housing for artworks.
- Package, condition report and store artworks, adhering to artwork safeguarding practices.

- Install audio-visual equipment in various required setups and spaces, including projectors, speakers, TVs, media players, cabling.
- Performing gallery lighting as required.
- Work from heights and in workshop spaces, adhering to health and safety guidelines.
- Providing assistance with gallery maintenance as required.
- Contributing to developments that support FAC's strategy for widening access, inclusion and diversity.
- Undertaking other relevant duties as directed by the Exhibitions Manager and Installation Coordinator, consistent with skills, competence and training. Weekend and out of hours work may be required.

3.1 Selection Criteria - Essential

INSTALLATION OFFICER

- Experience in a similar role or in a role requiring a similar skill set.
- Demonstrate skills, knowledge and experience with all technical areas of installing exhibitions in contemporary art galleries and/ or museums including artwork handling, lighting and audio-visual.
- Practical experience in construction, fabrication and painting of exhibition assets and appropriate work methods for utilising necessary power tools.
- A flexible, collegial, and reliable work ethic.
- Excellent communication and interpersonal skills and the ability to deal effectively and work cooperatively with a wide range of contacts.
- Demonstrate organisational skills and workplace responsibility.
- Possess an understanding of occupational safety and health in a gallery install environment.
- Be able to work in a team and independently and take direction as required.
- Possess the right to live and work in Australia.
- Current police clearance

3.2 Selection Criteria - Desirable

- Relevant tertiary qualification or equivalent experience
- An interest in the arts and cultural sector
- Experience with installation and operation of audio-visual equipment and power tools and woodworking skills.
- Current WA Drivers Licence

4 Risk Management and Occupational Health and Safety

- Ensure you work safely, complying with all the City's work health and safety policies and procedures.

5 Other Specific details

Extent of authority	This position operates under broad direction but within limits of City policy and relevant legislative constraints.		
Position has purchasing authority in line with procedure	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>

6 Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Manager's signature: _____ Date: _____

Manager's name: _____

As position holder I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Position holder's name: _____

Position holder's signature: _____ Date _____