



Position: Art Handling & Technical Manager

Location: London, UK

Introduction

The Zaha Hadid Foundation (ZHF) is seeking to appoint an Art Handling & Technical Manager to join its new and growing team. Reporting to the Head of Collections, the Art Handling & Technical Manager will primarily work on the practical aspects of collections management and object storage, including the rehousing of the collections as part of a wide scale audit project, the planning and delivery of technical aspects of the loans and exhibitions programme, and the procurement and maintenance of object handling and storage materials and equipment.

ZHF aims to be a major national and international centre for the study of architecture and design, and all the visual arts insofar as they intersect with the urban environment. Its mission is to preserve and promote the artistic and creative legacy of Zaha Hadid, to advance research and education in areas pertaining to her legacy, and in relation to modern architecture, design and related disciplines. It will do this through the creation of appropriate facilities for the display and study of its collections, and through curatorial and educational programmes in its own facilities and those of other institutions.

The Art Handling & Technical Manager will work with members of the Collections team to develop and implement processes and procedures around the practicalities of object handling, storage, movement and display. They will work with the Head of Collections in the establishment of permanent on and off-site storage facilities and storage media, and will ensure that the collections are secure and appropriately cared for. They will be expected to liaise with contractors including art technicians, mount makers and framers, and fine art shipping agents.

The Foundation

The Zaha Hadid Foundation aims to present the art and ideas of Zaha Hadid to local and global audiences. It will promote new ideas in architecture and design, and the interaction of the arts

in contemporary society, engaging with diverse audiences and supporting new scholarship in areas which pertain to her work and legacy.

Whilst firmly rooted in architecture and the life and work of Zaha Hadid, the Foundation will engage in a broad range of cultural activities. It will create exhibitions, from large-scale events for major international venues, to smaller and specialist displays. The Foundation has its own exhibition space in which changing displays from the collections will provide London with ongoing access to Zaha Hadid's work. The Foundation will also create exhibitions of all types that position Zaha in context, independently and through collaboration with other institutions.

The Foundation will offer fellowships and bursaries, stage conferences, colloquia, public lectures, and online programmes, and generate publications. As part of its commitment to learning, it will provide classes and demonstrations. Foundation Fellows will include junior and senior architects, designers, and artists committed to exploring new ground, aesthetically and technically. Fellows in history, theory and museology will explore perspectives on Modern art and architecture.

ZHF is a new organisation at an early stage in its development. The role of the team in the first three years will be to create a fully functioning and internationally leading organisation of its type. The Art Handling & Technical Manager will be committed to building an organisation 'from the ground up', will work well as a part of team, and with people with various specialisms. They will have an innovative and practical approach to problem solving, and will be excited at the prospect of creating a new organisation with a progressive attitude to material culture.

The Collections

The Foundation's collections comprise of c.12,000 works across a range of media, including architectural models, furniture, interior design, paintings, drawings, architectural plans and blue-prints, fashion design, and jewellery. Additionally, there is a considerable archive, consisting of works on paper and various types of ephemera. There is a collection of books which will form the basis of a research library. At present the collections are in secure professional storage.

The Role

As a new institution, ZHF is effectively a 'start-up'. It is important therefore that the postholder is flexible with regard to the tasks at hand, and able to work within a team environment that is sometimes pressured. Much of the role will be project-driven: supporting the coordination and delivery of projects will be a significant aspect of the postholder's abilities.

Reporting to and working with the Head of Collections, the Art Handling & Technical Manager will be centrally engaged in setting standards across the practical and technical aspects of collections management including temporary and permanent object storage, exhibition (de)installation, and object movement for loan or between ZHF and external object storage facilities. Significant and immediate priorities will include working with the Registrar (Collections) and the Conservator to develop a collections audit process and related workstreams, and to set standards and procedures for rehousing the collections to museum standards.

The postholder will be required to manage and maintain equipment and materials relating to the collections, including storage media and lifting equipment. They will also support the Head of Collections in devising risk assessments and method statements.

The Art Handling & Technical manager will support the Registrar (Collections) in the development and maintenance of the collections database, and will work with the Registrar (Exhibitions) and the Exhibitions Officer to support and facilitate the programme of loans and exhibitions.

The postholder is expected to have highly developed practical skills and practical experience of working with museum or gallery collections, as well as a good knowledge of museum best practice and SPECTRUM standards. The ideal candidate will have worked with and have a sound understanding of collections management systems. Experience of health and safety procedures and writing risk assessments would be an advantage, as would an appreciation and understanding of material culture, and the work of Zaha Hadid in particular.

Key Duties

Reporting to the Head of Collections, the postholder will:

- Develop and maintain processes and procedures around object storage, movement and display, to ensure that the collections are cared for and protected to the highest international museum standards
- Carry out, manage and/ or advise on the practical aspects of collections management.
- Liaise with and manage external contractors in relation to the storage and display programmes.
- Procure and maintain collections related equipment and materials.
- Support and ensure health and safety requirements are met, including writing RAMS.
- Work with and support the Registrar (Collections) on the collections audit and the development and maintenance of the collections database.
- Work with and support the Registrar (Exhibitions) and the Exhibitions Officer in the delivery of the loans and exhibitions programmes.

- Support the development of policies and procedures to enable the Foundation to gain full museum accreditation.
- Other related duties as requested by the Senior Management Team.

Person Specification

- Significant practical experience of working with museum or gallery collections
- Knowledge of up-to-date museum best practice
- Strong practical skills and good manual dexterity
- Experience of working with collections management systems
- Good interpersonal and communication skills
- Ability to work collaboratively
- Ability to manage a diverse workload and to meet deadlines
- Commitment to equality and diversity in the context of the role

Diversity and Inclusion

Diversity and Inclusion is at the heart of the Zaha Hadid Foundation. As we grow we will ensure that our principles and actions reflect this, and that we create a respectful, equitable and inclusive culture that supports all our employees regardless of age, disability and neurodiversity, ethnicity, gender identity and expression, religion and belief, sex and sexual orientation, and socioeconomic background.

ZHF works to ensure that our recruitment processes are inclusive and accessible. We are committed to making adjustments wherever possible for disabled applicants. We are happy to discuss flexible working options for all our roles.

Application procedure

Applicants should apply in writing to the ZHF Director at mail@zhfoundation.com, by no later than **5pm on 29 September 2022**. We expect to hold interviews in w/c 10 October 2022, arrangements to be confirmed.

The following are requirements for the application process:

- a current curriculum vitae
- a supporting statement of no more than 2 pages. This should outline why you believe you are suitable for the post, and why you find the Zaha Hadid Foundation particularly

interesting. You should address the criteria outlined in the person specification in your statement.

- The names and contact details of 2 referees. Please indicate whether the referees can be contacted immediately, or whether you would prefer us to wait until an offer is being made.
- N.B. Please ensure your name is included in the title of each document.

Salary

The salary will be in the range £29,000 - £35,000.

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