

NATIONAL GALLERY JOB DESCRIPTION

Job title: Maintenance Officer (Museum)

Job holder: Facilities/Curatorial & Exhibitions

Reports to: Head of Business and Operations

About the National Gallery of the Cayman Islands (NGCI)

The National Gallery of the Cayman Islands is the country's leading visual arts organisation and education centre. Our mission is to promote the appreciation and practice of the visual arts of and in the Cayman Islands and to provide innovative, educational programming relating to fine art, cultural heritage, national identity, and Caymanian art history.

NGCI is a vibrant, busy and fast paced organisation that is continually evolving to satisfy its mission and the needs of the community through exhibitions, education programmes and a range of events and workshops. It is an organisation with a clear mission and purpose, a place where each employee can make a difference.

1. JOB PURPOSE

The Maintenance Officer ("postholder") is responsible for ensuring the NGCI facilities are safe, operational, and well-maintained. This includes general building and grounds upkeep, repairs, and assisting with the preparation, mounting and hanging of artworks, as well as the setup and deinstallation of exhibitions. Working closely with the Head of Business and Operations, curatorial and events team, the post holder supports and maintains all spaces in line with museum standards and safety requirements.

2. DIMENSIONS

- 2.1. MAINTAIN – Perform maintenance and repairs on building fixtures and property to ensure appearance and operational efficiency.
- 2.2. SAFETY – Maintain a safe work environment by following safety procedures, identifying hazards, and ensuring tools, equipment, and facilities meet safety standards.
- 2.3. EXECUTION: Implements complex exhibition installation under the oversight of the curatorial team, including the precise hanging of paintings to exact specifications, ensuring proper spacing and layout are consistent with established museum standards.

- 2.4. FABRICATION: Design and build custom carpentry items, including pedestals, plinths, event materials, mounting systems for installations and sculptures, as well as crates for storing and transporting artwork.

3. SPECIFIC DUTIES AND RESPONSIBILITIES

The specific responsibilities and duties of this role include, but are not limited to:

Exhibitions Support

- 3.1. Assist with exhibit installation and deinstallation, hanging of paintings and artworks under the guidance of the curatorial team, including arrangement, mounting and moving display cases and handling construction tasks.
- 3.2. Assist with the safe handling, moving, packing, unpacking, and installation of artworks and exhibit materials in accordance with museum protocols and conservation best practices.
- 3.3. Maintain and repair exhibition fixtures, mounts, and display hardware to ensure artwork is supported safely and securely with the direction of the Head of Business and Operations (“HOB”) and curatorial department.
- 3.4. Set up and break down spaces for special events, including moving furniture, staging, and technical equipment.
- 3.5. Clean display cases and wall surfaces with approved, non-abrasive materials, ensuring no harm comes to artworks or sensitive exhibition components.
- 3.6. Participate in staff training to remain up to date on safe art handling techniques and museum emergency procedures.
- 3.7. Contributes to the aesthetic appearance and professional presentation of NGCI’s collections and exhibitions, enhancing the public’s engagement of Caymanian visual culture.

General Building Maintenance

- 3.8. Replace floor tiles, outdoor fixtures, door locks, and other general infrastructure components, as needed
- 3.9. Maintain an inventory of tools, supplies, and replacement parts.
- 3.10. Monitor and report promptly all emergency maintenance issues such as leaks, broken equipment, or security concerns.
- 3.11. Request orders and restock supplies as necessary.
- 3.12. Assist the HOB with specialised repairs and buildout projects as instructed.
- 3.13. Support the HOB with emergency preparedness and post-recovery.

3.14. Assist with landscaping and grounds maintenance, ensuring that outdoor areas are well-kept, safe, and presentable at all times.

3.15. Perform daily maintenance to meet the safety and operational needs of the institution.

4. ORGANISATION CHART

See attached

5. BACKGROUND INFORMATION

This Maintenance Officer position is part of the Facilities Department of NGCI. The department ensures the building, fixtures, and property are maintained to the highest standard, providing safe, functional, and welcoming spaces for the preservation and display of Caymanian visual cultural heritage. In line with the National Gallery Act (1999), this role helps enable the safe presentation of the National Collection, supports exhibitions and events, and ensures facilities are in optimal condition for visitors, staff, and artworks.

All duties and requirements listed in this job description are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor

NGCI is keen to support the continued career and professional development of its employees, and as such, the contents of this job description should be considered a starting point and an opportunity. Where an employee demonstrates their abilities within their role and their future potential, they will, where reasonable, be supported in developing their role into other aspects of NGCI operations or by being given more responsibility and autonomy in their current role.

6. ASSIGNMENT AND PLANNING OF WORK

The post holder will work under the supervision of the Head of Business and Operations and/or Director.

7. SUPERVISION OF OTHERS

The post holder will have no direct reports or supervisory responsibilities.

8. OTHER WORKING RELATIONSHIPS

As a small team, the postholder will be required to work with all members of the NGCI team, including those in the Operations, Education, Curatorial and Events departments, to ensure all maintenance needs are met.

9. DECISION MAKING AUTHORITY AND CONTROLS

All final decisions and authority on projects are with the Head of Business and Operations and/or the Director.

10. KEY FEATURES

Key requirements of this role are being adaptable, flexible and having a clear eye for detail and understanding clear direction.

11. WORKING CONDITIONS

Contract length

This is a fixed-term position.

Working hours

This post is a full-time contract working 37.5 hours per week. Normal office hours are 8:30 a.m. to 5:00 p.m., Monday to Friday. Overtime may be required, including early mornings, evenings, weekends, public holidays, and event-based shifts, as dictated by NGCI’s operations, events, and programmes.

Safety

The postholder is required to comply with all NGCI health and safety requirements relevant to the position. This includes the proper use of protective equipment and adherence to the appropriate dress code for the tasks and hazards involved. Such requirements may include, but are not limited to, closed-toe boots, safety glasses, gloves, and suitable workwear. Adherence to these standards is mandatory for workplace safety and to prevent injuries.

12. ACCEPTANCE

I have read and understood this job description and confirm that I have been provided with a copy for my own records.

Name

Date

Natalie Urquhart
Director

Date