

Posted 12 March 2026

# HEAD TECHNICIAN

London

The Head Technician reports to the gallery director. They will be responsible for the day to day management and planning for the full-time technician. They will work closely with the departments towards the day to day safe handling, installation / de-installation and packing of Phillips property in line with the sales, exhibitions and events schedule. They will be responsible for the management of the freelance technicians when working on installations, de -installs, auction set ups and event coordination. The role will be required to work from our London gallery in Berkeley Square with travel to our London Warehouse and other associated offices as required.

Phillips values a workforce with a wide variety of experiences, backgrounds and skills, so we encourage you to apply even if you do not meet all of the qualifications.

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## Duties and Responsibilities

- Responsible for the booking and coordination of Freelance technicians for installations, de-installations, and auction set-ups.
- Managing the full-time technician and planning the workload for exhibitions.
- Handle, identify and locate all crates and packaging for each relevant sale, exhibition or event.
- Pack artworks safely for local delivery or transfer and liaise with the relevant stakeholders.
- Maintain a clean and safe working environment.
- Ensure the efficient use of all packing materials and supplies, and maintain stock levels for equipment at the gallery.
- Ensure all works of art are prepared to the highest standard and ready for display as required.
- Provide technical help or assistance for the department as necessary during each sale, exhibition or event.
- Pack up, safely store and successfully transfer property to the warehouse as necessary after the sale in conjunction with the Property Control team.
- Act as an additional point of contact for freelance technicians working at the London gallery.
- Work with property control on the trucking- transfer schedules for property between warehouse and Berkeley sq.
- Responsible for lighting the exhibitions, managing the DALI lighting system, and maintaining lighting stock.

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## Professional Skills and Experience

- Proven experience in handling art in a safe and professional manner.
- Excellent client-relations and presentation skills including confidence, tact and diplomacy.
- Ability to work professionally and responsibly with all other areas within the business and establish and maintain effective working relationships.
- Excellent verbal and written presentation skills and ability to communicate in a professional manner with a wide variety of people.
- Ability to deal effectively and efficiently with multiple tasks.
- Proactive with excellent organisation skills.
- Meticulous attention to detail.
- Excellent time management skills with the ability to work under pressure and prioritise to meet strict deadlines.

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## Education and Training

- Proven experience of handling art in a safe and professional manner is essential
- IPAF license is desirable.
- Full UK Driving license is desirable
- Current Forklift license desirable.
- PASMA certificate is desirable.
- First aid certificate is desirable.
- Willingness to undertake relevant training courses is essential.

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## Working Conditions

- Work is primarily undertaken in our Berkeley Square building.
- Work will occasionally take place in our other European galleries and offices.

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## Additional Info

This position description is not intended to be an exhaustive list of duties but aims to highlight the typical responsibilities of the position. It may be reviewed at any time. The position holder may be requested to undertake other duties commensurate with the general level of the position.

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Interested parties please apply and send your Full resume with expected salary to us by clicking "Apply Now".