

**BALTIC
AT WORK**

BALTIC

Centre for Contemporary Art



WHAT IS BALTIC?



BALTIC is a centre for contemporary art housed in an industrial building on the south bank of the River Tyne in Gateshead. Art is displayed in gallery spaces across five floors of the building. It is sometimes displayed in other areas such as the staircase, the lifts, the entrance area, outside the building in Baltic Square, and even on the building itself.

Unlike many art galleries, BALTIC does not have a collection of artwork. BALTIC shows a programme of contemporary art exhibitions which change every few months. Often, artists work in the space at BALTIC, to create art for their exhibition. Details of current and forthcoming exhibitions can be seen at www.balticmill.com

WHAT IS CONTEMPORARY ART?



Contemporary art is the term used to describe art of the present time, created by artists who are living and working today. Contemporary art is often about ideas and concepts, as well as the practical use of materials and techniques, or the visual appearance of the work.

Artists often work with ideas that reflect their observations, feelings and opinions about their surroundings and the wider world. Therefore, the subject of an artwork can be just about anything!

Contemporary artists represent their ideas in many different ways, which include drawing, painting, sculpture, installation, photography, video, new media, performance and sound.



WORKING IN A CONTEMPORARY ART GALLERY

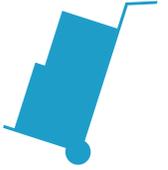


BALTIC is open for members of the public to visit seven days a week. Over 100 people work at BALTIC, with a wide variety of roles and responsibilities. BALTIC is an exciting and varied place to work, and it is often said that no two days are the same! As the contemporary art exhibitions on display change every few months, staff are presented with new challenges and new surroundings. For different members of staff this can mean working with new artists or researching artist's work so they are able to give guided tours to visitors. Often the gallery spaces change for each exhibition, for example, a space might need to be dark or a special structure might need to be built for visitors to go inside. Visitors to the gallery might need different guidance from BALTIC Crew to help them experience the artwork, for example, visitors have been asked to wear covers on their shoes before entering a space or to walk through a tunnel!

PART ONE

**WORKING AT BALTIC:
CAREERS, ROLES AND
RESPONSIBILITIES**

BUILDING SERVICES TEAM



The Building Services Team Includes:

Head of Building Services

Building Security Supervisor

Building Services Assistants

Cleaning Team

The Building Services Team look after the whole building and make sure it is a clean, lit, warm and safe environment for visitors and staff to spend time in. They also make sure that the artwork in the gallery spaces is displayed safely. The role of the team includes maintenance, health and safety, cleaning and security.

COMMUNICATIONS TEAM



The Communications Team Includes:

Head of Communications

Communications Assistants

Marketing Executive

Media Relations Executive

The Communications Team are responsible for press, advertising, marketing and branding. Their work includes writing press releases, working on designs for flyers and planning events. Every morning the **Communications Assistant** reads through the newspapers to look for press cuttings about BALTIC.

DEVELOPMENT TEAM



The Development Team Includes:

Head of Development

Development Assistant

Development Executive

The Development Team generates income to cover BALTIC's daily running costs, and for exhibitions and projects. The team raises money a number of different ways.

They work in partnership with businesses who are interested in sponsoring activities or spaces in the building.

BALTIC is also supported with money from trusts and foundations that provide grants for specific activities such as the learning programme.

The Development Team also works with individual donors who wish to support BALTIC with personal donation.

DIRECTORATE TEAM



The Directorate Team Includes:

Director

Deputy Director

The **Director** is the manager of the whole organisation. He oversees which artists come to work at BALTIC, represents BALTIC at meetings throughout the country and is a spokesperson for the organisation to the press. The **Deputy Director** works very closely with the **Director**, and is in charge of the organisation when the **Director** is not at work.

Both the **Director** and **Deputy Director** are line managers to the Heads of other teams at BALTIC.

FINANCE TEAM



The Finance Team includes:

Head of Resources and Corporate Affairs

Finance Manager

Finance Assistants

The Finance Team are responsible for money matters at BALTIC! They manage cash flow within the organisation and work with other teams to monitor and review budgets. The **Finance Manager** devises financial systems and trains other staff in how to use them. She says that you need to be very organised and open minded to work with finance in a contemporary art gallery!

LEARNING TEAM



The Learning Team Includes:

Head of Learning & Engagement

**Learning & Engagement
Managers (Front of House)**

BALTIC Crew

Librarian & Archivist

Community Programmer

**Schools & Colleges
Programmer**

Learning Coordinator

Adult Learning Programmer

The Learning Team includes more than 50 gallery assistants called **BALTIC Crew** who are positioned around the building to speak to visitors and give them any help they might need. **BALTIC Crew** run the Information Desk on the Ground Floor, welcoming visitors when they first arrive in the building and answering telephone enquiries from the general public. **BALTIC Crew** also give spotlight tours for visitors to the gallery about the current exhibitions, three times a day.

BALTIC Crew are managed by **Learning & Engagement Managers (Front of House)** who look after daily operations within the building and make sure it opens on time!

Learning Programmers organise visits and projects with schools, universities and community groups. The **Librarian & Archivist** documents all of the exhibitions at BALTIC and runs the Library on Level 2, which houses around 10,000 art and design books.

PROGRAMME TEAM



The Programme Team Includes:

Chief Curator

Curator of Exhibitions & Research

Assistant Curator

Exhibitions Coordinator

Technical Manager

Assistant Technical Manager

Exhibition Technician

The Programme Team includes **curators** who research and plan which artwork will be exhibited at BALTIC. They work with different artists from around the world and develop ideas for how their artwork will be presented within the building.

The **Technical Manager** is responsible for the design and construction of each exhibition, as well as arranging transportation of the artwork to the gallery.

RESOURCES TEAM



The Resources Team Includes:

ICT Manager

Human Resources Manager

ICT Technicians

Human Resources Assistants

ICT stands for Information and Communication Technology.

The ICT staff look after all of the computers in the building, as well as the audiovisual equipment in the galleries and cinema.

Human Resources look after employment issues relating to all the staff within the organisation, including recruitment and training.

PART TWO

THINGS TO THINK ABOUT DURING A VISIT...



- Whilst you are travelling in the lift, see if you can spot the main office between Level 2 and Level 3.
- Can you spot a member of the Building Services Team?
- Find a member of BALTIC Crew and ask them a question about what it is like to work in a contemporary art gallery.
- What does the BALTIC Crew uniform look like?
- Whilst visiting BALTIC how can you get more information about the gallery and current exhibitions? Identify as many different ways as you can.
- See if you can find the donations box on the Ground Floor. What is the suggested donation for visitors to make if they would like to support BALTIC?
- On what level of the building will you find BALTIC's home for learning, which includes the studio and the Library & Archive? What is it called?
- Can you spot any objects or signs around the building that relate to health and safety or security?

IN MY OPINION...



- Why do you think BALTIC Crew wear the same T-shirts? Do you think staff in an art gallery should wear a uniform? What do you think makes a good uniform?
- How do you think a curator decides which artwork to include in an exhibition and where to place it in the gallery space?
- Which area of BALTIC would you most like to work in and why?
- What would you change about BALTIC? What else would you like to see in the building and why?
- How would you describe your experience as a visitor to BALTIC? How do you think the visitor experience could be improved?

FURTHER INFORMATION



- **Practical Approaches to Contemporary Art / ARTIST ROOMS**

This resource which includes further information about curating.

<http://www.balticmill.com/learning/schools-and-colleges/secondary-colleges/resources-secondary>

- **Getting the Most from Contemporary Art**

<http://www.balticmill.com/learning/schools-and-colleges/secondary-colleges/resources-secondary>

- **'In my opinion' toolkit to help pupils approach artwork, formulate questions and contribute opinions**

www.balticmill.com/learning/Downloads.php

- **BALTIC**

www.balticmill.com

- **Quay**

<http://www.balticmill.com/learning/families/quay>

- **Library and Archive**

<http://archive.balticmill.com>