CVAN - ART TECHNICIAN TRAINING   Prepared by Sarah Titheridge, ArtTechSpace Ltd. 27/01/23 - WORKING DOCUMENT

DAY	DURATION	TOPIC	MODULE	AIM	CONTENT
1	1 hour	*Introduction to the training and orientation*	INTRO	Introduction to the space and the training for the next week	Modules and associated aims and orientation of the space. Introduction of the faciliators and learners.
	2 hours	*Manual Handling*	1.1	How to safely work to avoid injury to people and damage to artworks/objects by understanding best practices when manual handling	Manual handling basics, practise moving boxes and chairs, moving a table and a sheet of card in pairs,
	3 Hours	*Handling art works*	2.1	Understand the importance of planning, understanding appropriate equipment and how to move artworks safely and securely	Understand the importance of planning, understanding appropriate equipment and how to move artworks safely and securely.
			2.2	Understand the differences in mediums and how to safely handle them	Discuss two dimensional and three dimensional artworks and the handling considerations.
			2.3	Recognise the right moving equipment for the right object	Examine the equipment which can be used for moving. Split into pairs to practice.
			2.4	How to safely move through spaces and buidlings whilst moving artworks	Route planning, considerations such as door ways, lifts, stairs, people, other working spaces etc.
2	2 hours	*Condition checking and reporting*	3.1	Understand how to identify and report on the physical condition of artworks based on their mediums	Importance of images, knowing materials, when to ask for guidance, how to examine a work and record findings, preventative conservation
	1 hour	*Packing Art & Objects*	4.1	Identify appropriate materials for storage and transport of art and objects	Materials, packing examples, principles of packing for storage & transport, documentation. Environmental effects on packing materials and objects
	4 hours		4.2	How to safely and securely soft wrap an artwork	Wrapping an artwork in polythene, then custom-make a card wrap employing the skills of measuring, cutting and shaping cardboard.

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3	4 hours	*Packing Art & Objects*	4.3	How to use the correct packing type for the right artistic mediums.	How to pack 2D and 3D artworks using a travel frame, different types of crates and their internal fixings, cavity packs, and card folios.
	1 hour	*Installing art*	5.1	Understand the fundamentals of how an artwork is installed in a space	Introduction to installing artworks - different media and different considerations applied to different media. Discuss hardware, tools, equipment
	2 hours		5.2	How to add fixings to artworks	Introduction to fixings and fittings and when to use and how to fix to an artwork. Practice adding different fittings to a piece of wood practising tool skills and measuring
4	2 hours	*Installing art*	5.3	How to add hanging fixings to artworks and install them on a wall	In pairs add fixings to an artwork and work together to install on a centre line of 155cms
	4 hours		5.4	How to complete an installation as a team	Working as a team install a mini exhibition practising everything they have learnt so far - condition reporting, adding fixings, manual handling, etc.
5	3 hours	*Installing art*	5.5	Deinstalling art using adaptation of installation and being analytical about the installation of art	Deinstalling the mini exhibition as well as packing artworks and discussing storage
	3 hours	*Planning projects*	6.1	How to work as part of a large team to reinforce good practice in the skills they have learnt over the course	Put into practice everything learnt so far and create a plan of work to empty out the space and pack everything up and how to load a van
	1 hour	*Assessment of outcomes*	TBC	Assess which trainees should advance into work experience whilst reinforcing course content	Overview of content covered over the course