

# CREATIVE CAREERS

## Getting started in museums and galleries

[www.npg.org.uk/creativecareers](http://www.npg.org.uk/creativecareers)

### Documented developed by Sunderland

#### Comedians De-Installation Plan

A de-installation schedule ensures everyone involved in the exhibition knows what they need to do and when.

De-installing the Comedians exhibition in Sunderland took the team 2 days – here's how they did it.

Date	Task	Staff requirements
Mon 22 <sup>nd</sup> June 09	Deinstall framed works, condition check and pack  Deinstall all electrical interactives and pack. Deinstall all graphics and pack.  Deinstall learning material and pack those to travel and those to store – see list of material to tour	Staff to deinstall and wrap works  Staff to deinstall electrical equip – TVs, spotlights, canned laughter etc  Jennie
Tues 23 <sup>rd</sup> June, 8am  10am         PM	Transport exhibition out, OES  DAF to transport 2 TVs and related equipment -one to Monky, one to Disco. (TV plinth to be stored at SMWG)  Deinstall screens.  Deinstall brick wall – to be kept. Deinstall all other material – to be kept  Dispose all unwanted items by end of day.	Staff in early to transport exhibition out  Staff to deinstall screens  Staff to move non touring items to store – tables, chairs, plinth

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<b>Date</b>	<b>Task</b>	<b>Staff requirements</b>
Weds 24 <sup>th</sup> June	Tidy gallery. Must be completely empty by end of day	JC to organise decorators Staff to empty and tidy gallery