



EXHIBITIONS ASSISTANT

Golden Thread Gallery is Belfast's largest dedicated contemporary art gallery. With a small team, the gallery delivers a wide range of outputs, including large-scale exhibitions, a project space programme, educational and engagement activities and offsite projects.

Location:	Golden Thread Gallery with some off-site activity
Working Hours:	Part-time, 16 hpw (more hours may be available at peak times) Gallery hours Tuesday – Saturday. Hours determined by a monthly rota and will include evenings and weekends.
Salary:	£16,781 - £17,772 (pro rata), NJC Scale 3
Leave:	25 days annual leave pro rata (including Bank Holidays.)
Contract:	This is a 12 month contract position, with possible extension up to a maximum of 23 months. A probationary period will apply.

Please note that this appointment is subject to continuing funding/grant aid.



Job Description
Golden Thread Gallery
Exhibitions Assistant

The primary role of the Exhibitions Assistant is to assist the Director and Gallery Manager in the delivery of the gallery's programme. This will include liaising with artists, institutions and funders, general administration and visitor experience.

Principal Duties

- Assisting the Director and Gallery Manager in the successful delivery of the gallery's exhibitions programme.
- Liaising with artists, organisations and institutions to facilitate loans and contracts relevant to the gallery's exhibitions.
- Maintaining exhibition files, both digital and hard copy, relating to the gallery's exhibitions.
- To assist in researching funding/ sponsorship/corporate donations element that would enhance the gallery's exhibitions programme

Programming

- Assisting in the delivery of the gallery's yearly programme
- Liaising with artists, galleries and other institutions to facilitate the gallery's programme
- Contributing to the monitoring and evaluation of gallery activities

Administration

- Compiling and recording outcomes and outputs of exhibitions according to funding requirements
- Maintaining exhibition files, both digital and hard copy, relating to the gallery's exhibitions.
- Contributing to funding applications
- Taking minutes for Board meetings when required
- Communicating with stakeholders via email, telephone and face-to-face
- General administration across the range of gallery activities.

Access and Participation

- To assist at gallery receptions and events
- Contributing to the publicity and marketing of the gallery's activities
- Welcoming visitors to the gallery and when necessary assisting in preparing the gallery for audiences.
- To conduct Gallery Tours, ie with school groups, of the Golden Thread Galleries exhibitions

Any other duties necessary for the successful completion of the post
Unsociable hours may apply



Essential Criteria	Method of Assessment:
<ul style="list-style-type: none"> • A degree or other third level qualification • GCSE Maths and English (Grades A-C) 	Application Form and Interview
<p>A minimum of 2 years' relevant experience to include evidence of:</p> <ul style="list-style-type: none"> • Supporting the delivery of a venue including its exhibitions, events, programmes and related activities • Ability to deliver excellent administrative assistance • Ability to communicate effectively with a wide range of stakeholders • Ability to deliver a high level of customer service • Experience of contributing to funding applications or income generation 	Application Form and Interview
Ability to meet targets and deadlines within specified timeframes	Interview
Competence in the use of IT to include Email and Microsoft Office (Word, Excel, PowerPoint)	Application Form
Behavioural Competencies	
<p>Managing Performance Able to set themselves clear, aligned, high standard performance goals and objectives</p>	Application Form and Interview
<p>Communicating with Impact Ability to presents a positive image by communicating effectively, being resilient and treating people fairly</p>	Application Form and Interview
<p>Meeting Customer Needs Establishes the needs of customers and strives to ensure that these are met</p>	Application Form and Interview
Desirable Criteria	
Previous relevant experience gained within a similar environment, e.g. Arts / Theatre/ Heritage.	Application Form and Interview
<i>The above criteria may be enhanced to facilitate shortlisting.</i>	



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PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE FORM:

Applications are to be returned by email using the original ms word document: hard copies will not be considered. The separate Disclosure and Monitoring Form must also be returned by email. All applicants MUST complete both forms provided and return them to info@gtgallery.co.uk.

Please use the personal specification and job description to assist you in your answers. Be clear and concise and do not expect assessors to make assumptions based on previous answers. Candidates will be assessed against the essential and desirable criteria – these may be enhanced. Please do not enclose any other materials or cv's as they will not be accepted.

It is the applicant's responsibility to ensure their application arrives in time and in the appropriate format.

**The deadline for completed forms to be received is 12 noon on Wednesday 21st March 2018
Late applications will not be considered.**

SECTION 1: PERSONAL INFORMATION

Surname:

Forename:

Home Address

Address for correspondence (if different):

Tel Day:

Mobile:

Email:



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SECTION 2: CURRENT OR MOST RECENT EMPLOYMENT

Please give details of your current post or your most recent employment.

Employer's Name:

Address:

Telephone Number:

Your job title:

Salary:

Date commenced:

Date left:

Reason(s) for leaving:

Notice required: _____

Please outline your main job responsibilities:



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SECTION 3 EMPLOYMENT HISTORY

Please detail other posts held, starting with the one immediately prior to that already described. Continue on a separate sheet if necessary.

Employer's name, address and type of business	Job Title & main responsibilities	Start Date	End Date	Reason for leaving	Salary



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QUALIFICATIONS AND TRAINING

Please give details of any qualifications, short courses or work-related training.

Provider	Qualifications (if any) and grade	Date commenced	Date left



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SECTION 5 CRITERION

Using the Personal Specification please provide specific examples to show how you meet the essential and desirable criteria for this post. Please note, the selection panel will shortlist candidates based only on the information provided, so please ensure you provide all relevant information.

Please do not exceed the word limit of maximum 200 words per question. CVs and other materials will not be considered.

ESSENTIAL

<ul style="list-style-type: none">• A degree or other third level qualification• GCSE Maths and English (Grades A-C)

ESSENTIAL

A minimum of 2 years' relevant experience to include evidence of: <ul style="list-style-type: none">• Supporting the delivery of a venue including its exhibitions, events, programmes and related activities

ESSENTIAL

A minimum of 2 years' relevant experience to include evidence of:

- Ability to deliver excellent administrative assistance

ESSENTIAL

A minimum of 2 years' relevant experience to include evidence of:

- Ability to communicate effectively with a wide range of stakeholders

ESSENTIAL

A minimum of 2 years' relevant experience to include evidence of:

- Ability to deliver a high level of customer service



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ESSENTIAL

A minimum of 2 years' relevant experience to include evidence of:

- Experience of contributing to funding applications or income generation

ESSENTIAL

Competence in the use of IT to include Email and Microsoft Office (Word, Excel, PowerPoint)

ESSENTIAL

Behavioural Competencies

In no more than 500 words please address, using specific examples, how you meet the following competencies:

1. Managing Performance - Able to set themselves clear, aligned, high standard performance goals and objectives
2. Communicating with Impact - Ability to presents a positive image by communicating effectively, being resilient and treating people fairly
3. Meeting Customer Needs -Establishes the needs of customers and strives to ensure that these are met

Desirable

In no more than 200 words, please demonstrate your knowledge and interest in the visual arts



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SECTION 8: ACCESS NI

This position may involve regulated activity as it may involve working with children or the same children on a regular basis.

Is there any reason why you can't work in regulated activity?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

We may require you to submit an application for an Access NI Enhanced check, which will include a check with the Disclosure and Barring Service (DBS), and will provide you with full information of how to apply for an enhanced check if we need you to, and you can let us know if you are happy for us to proceed with a DBS barring list check.

The Access NI Code of Practice is available at <https://www.nidirect.gov.uk/publications/accessni-code-practice>. If you would like more information on the Access NI application process you can find it here:

<https://www.niacro.co.uk/disclosure-advice>

You have an opportunity later in the disclosure & monitoring form to tell us confidentially about any criminal convictions you have. Please note, a criminal conviction does not necessarily prevent you from working with us, it will depend on the activity you will be working on and the nature of your conviction.

SECTION 9: REFERENCES & DECLARATION

Please give the full contact information of two people who are willing to provide referenced for you. One of these should be your current or most recent employer. Please note that family members may not act as referees. We will only contact your references if we are considering you for employment and all offers of employment are conditional on satisfactory references.

Name:

Address:

Postcode:

Telephone Number (Daytime):

Mobile Number:

Email:

Name:

Address:

Postcode:

Telephone Number (Daytime):

Mobile Number:

Email:

DECLARATION

Please sign (digital or scanned) the declaration below or your application will not be considered. If you are unable to provide a digital or scanned signature, if you are selected for interview you will be required to sign your form at this point.

I declare that the information on this form is correct and nothing has been omitted, which to the best of my knowledge might affect this application. I also declare that I am legally permitted to work in the UK and will comply with the checks required to verify this including production of valid identification documents.

Signed:

Date:

