



## PROGRAMME 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.



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**Job Description**  
**Golden Thread Gallery**  
**Programme Assistant**

*The primary role of the Programme Assistant is to support visitor experience at the gallery. This is achieved by assisting in the delivery of in-house educational activities, assisting artists and curators, maintaining high standards for the gallery and its equipment, and attracting audiences through marketing and promotional activities.*

**Main Duties**

- To assist in the delivery of activities designed to complement the gallery programme.
- To source any materials that may be necessary for gallery activities and the preparation of these materials.
- To conduct Gallery Tours, ie with school groups, of the Golden Thread Gallery's exhibitions
- To assist in the provision of interpretive materials for gallery exhibitions and projects
- To work alongside and assist any artists and facilitators working with the gallery
- To assist the Gallery Director in the purchasing of any equipment/ material that the gallery may need.
- To take charge of the bookings for room hire at the gallery.
- To monitor the gallery's equipment and ensure the use of sign in and out sheets should the equipment leave gallery premises.
- To manage the stock-keeping of the gallery's equipment

**Access and Participation**

- To assist in the creation of programmes of activity utilising the Golden Thread Gallery's exhibition programme that is open and accessible to all members of the community.
- To assist at gallery receptions and events
- Welcoming visitors to the gallery and when necessary assisting in preparing the gallery for audiences.
- To assist in programmes of activity utilising the Golden Thread Gallery's exhibition programme that are open and accessible to all members of the community.
- The booking of all artists and facilitators relevant to educational activities.

**Promotion/ Marketing**

- To increase publicity for the gallery through the distribution of targeted publicity material.
- To work with other staff members on the compilation of publicity material.
- To assist the Gallery Director in the compilation of any visual promotional materials.
- Keeping the gallery's website and social media up-to-date

**Administration**

- To provide administrative support as and when needed across the gallery's portfolio of activities.
- To assist in the establishment and maintenance of databases and filing systems relevant to projects and activities.



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- To deal with any correspondence and queries relating to gallery projects.
- Communicating with stakeholders via email, telephone and face-to-face.

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

## PERSONAL SPECIFICATION

Essential Criteria	Method of Assessment:
<ul style="list-style-type: none"> <li>• A degree or other third level qualification</li> <li>• GCSE Maths and English (Grades A-C)</li> </ul>	Application Form and Interview
<p>A minimum of 2 years' previous relevant experience within a similar environment (arts/theatre/heritage) to include evidence of:</p> <ul style="list-style-type: none"> <li>• Supporting the delivery of interpretative and engagement activities.</li> <li>• Ability to deliver excellent administrative assistance</li> <li>• Ability to communicate effectively with a wide range of stakeholders</li> <li>• Ability to deliver a high level of customer service</li> <li>• Experience of promotional and marketing activity, including social media</li> </ul>	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
<b>Behavioural Competencies</b>	
<p><b>Managing Performance</b> Able to set themselves clear, aligned, high standard performance goals and objectives</p>	Application Form and Interview
<p><b>Communicating with Impact</b> Ability to presents a positive image by communicating effectively, being resilient and treating people fairly</p>	Application Form and Interview
<p><b>Meeting Customer Needs</b> Establishes the needs of customers and strives to ensure that these are met</p>	Application Form and Interview
<b>Desirable Criteria</b>	
Knowledge and interest in the visual arts	Application Form and Interview
Experience of updating websites using wordpress	Application
<b><i>The above criteria may be enhanced to facilitate shortlisting.</i></b>	



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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](mailto: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 21<sup>st</sup> March 2018  
Late applications will not be considered.**



**SECTION 1: PERSONAL INFORMATION**

Surname:

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Forename:

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Home Address

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Address for correspondence (if different):

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Tel Day:

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Mobile:

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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:

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\_\_\_\_\_

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"><li>• A degree or other third level qualification</li><li>• GCSE Maths and English (Grades A-C)</li></ul>

**ESSENTIAL**

<p>A minimum of 2 years' relevant experience to include evidence of:</p> <ul style="list-style-type: none"><li>• Supporting the delivery of interpretative and engagement activities.</li></ul>

**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 promotional and marketing activity, including social media

**ESSENTIAL**

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



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## 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



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**Desirable**

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

**Desirable**

Experience of updating websites using wordpress



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**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:  
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Address:  
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Postcode:  
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Telephone Number (Daytime):  
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Mobile Number:  
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Email:  
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Name:  
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Address:  
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Postcode:  
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Telephone Number (Daytime):  
\_\_\_\_\_

Mobile Number:  
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Email:  
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**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:  
\_\_\_\_\_

