



January 2020

Gallery Assistant

Thank you for your interest in the above post. Enclosed are the job description, person specification, and core terms and conditions. An equal opportunities monitoring form is also enclosed and it would be helpful if this could be completed and returned with your application.

To apply please send a full CV, including the names and contact details of two referees, one of whom should be your current or most recent employer and email to info@gtgallery.co.uk Please also enclose a statement, which sets out your interest in and suitability for the post, taking note to address separately each of the requirements of the essential and desirable skills and experience. Your statement should not exceed two sides of A4 paper.

Applications must be received by 4pm on Friday 28th February 2020. Interviews are anticipated to be held in the week commencing Monday 23rd March. If you have any queries about the role please email Liz Byrne at info@gtgallery.co.uk We look forward to receiving your application.

Job Description

Golden Thread Gallery

Gallery Assistant

Many of the skills needed to work in a gallery are gained through on-the-job learning, so this post will cover a range of areas including: gallery administration; hospitality; condition reporting; artist liaison; gallery preparation. The gallery assistant will contribute to all areas of the gallery's activities and will work with all key gallery personnel.

Administration

Under Supervision:

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

Access and Participation

Under Supervision:

- To assist at gallery receptions and events
- 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
- Assisting in the planning and delivery of workshops and other education and engagement activities.

Promotion/ Marketing

Under supervision:

- To assist other staff members on the compilation of publicity material.
- To assist in the compilation of any visual promotional materials.
- To assist in keeping the gallery's website and social media up-to-date

Technical

Under Supervision

- To carry out condition reports under the supervision of the technician
- To assist the technician with any elements of installation or gallery preparation that may be required.

Any other duties necessary for the successful completion of the post

Unsocialable hours may apply

PERSON SPECIFICATION

Essential skills and experience

- GCSE Maths and English (Grade C or above)
- A minimum of 1 years' experience in the following criteria
- Experience working in the arts, creative or charity sectors
- A demonstrable interest in and passion for contemporary art and art galleries
- Experience of assisting at events (for example, receptions, workshops, talks, tours)
- Ability to prioritise a varied workload as part of a busy team, and stay calm under pressure
- Ability to adapt quickly to new challenges
- Strong written and verbal communication skills
- Computer competencies including word, excel, email and diary management
- Excellent organisational skills and attention to detail
- Experience of using social media for marketing and promotion

Desirable skills and experience

- A degree
- Experience of working with design software such as Photoshop
- Experience of Google analytics

TERMS AND CONDITIONS OF EMPLOYMENT

Responsible to:	Senior Management Team
Reports to:	Deputy Director
Salary:	£8.75ph (full time equivalent £18,200)
Tenure:	1 year with possibility of extension. Employment is subject to funding and the contract may terminate earlier if funding is withdrawn
Hours:	Part-time, 24hpw (more hours may be available at peak times) Gallery hours: Tuesday – Saturday. Hours determined by a monthly rota and will include evenings and weekends. Applicants must be flexible to the needs of the organization.
Place of work:	Golden Thread Gallery
Holiday:	28 days annual holiday per year pro rata
Pension:	An auto-enrolment pension scheme is in place with Nest. Under pension auto enrolment legislation, the employee will pay 5% (before tax relief) and the employer will pay 3% of qualifying earnings to the Nest plan.
Disclaimer	This document does not constitute an offer of employment nor forms any part of any contract