

**EXHIBITIONS OFFICER**

**Part Time (Maternity Cover)**

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.

We strive to ensure that opportunities to work with the Golden Thread Gallery are open to all. We treat all job applications equally, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation and any other equality characteristics. We particularly encourage applications from people who identify from ethnic backgrounds, LGBTQIA+, d/Deaf, disabled, neuro-diverse, have long-term health condition/s or are from a lower socio-economic background, as people from these groups are currently underrepresented in the cultural sector.

Location: Golden Thread Gallery

with some off-site activity

Working Hours: Part-time, 18hpw (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: £20,800 - (pro rata, f/t 40hpw)

Leave: 28 days annual leave pro rata (including Bank Holidays.)

Contract: This is a max. 9-month contract position (to end no later than 31st March 2022). A probationary period will apply.

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

GTG will seek confirmation that the successful candidate has the right to work in the UK. Any offer will be made subject to verification of right to work and obtaining positive references. Referees will not be contacted until we have permission to do so.

**Job Description**

**Golden Thread Gallery**

**Exhibitions Officer**

*The primary role of the Exhibitions Officer is to work with the Director and Deputy Director in the delivery of the gallery’s annual programme. This will include liaising with artists, institutions and funders, general administration and visitor experience.*

**Principal Duties**

* Contribute to the successful delivery of the gallery’s exhibitions programme, supporting the Director and Deputy Director
* Liaising with artists, organisations and institutions to organise loans and contracts relevant to the gallery’s exhibitions.
* Creating and maintaining exhibition files, digital and hard copy, relating to the gallery’s exhibitions.

**Programming**

* Organise the delivery of the gallery’s yearly programme alongside the director.
* Write, proof and disseminate PR materials for the gallery programme, including press releases, gallery texts, and social media content.
* Liaising with artists, galleries and other institutions to facilitate the gallery’s programme
* Contributing to the monitoring and evaluation of gallery activities

**Administration**

* Compile and record outcomes and outputs of exhibitions according to funding requirements
* 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, i.e., with school groups, of the Golden Thread Gallery exhibitions

Any other duties necessary for the successful completion of the post

Unsociable hours may apply

|  |  |
| --- | --- |
| **Essential Criteria** | **Method of Assessment:** |
| * A degree or other third level qualification in relevant subject
* GCSE Maths and English (Grades A-C)
 | Application Form and Interview  |
| A minimum of 3 years’ relevant experience to include evidence of:* 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
* Excellent written skills and ability proof work to a high standard.
 | 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  |
| **Desirable Criteria** |
| * Previous relevant experience of assisting, supporting or managing the delivery of a venue including its exhibitions, events, programmes and related activities
* Experience of working in a similar environment, e.g., Arts / Theatre/ Heritage.
* Experience of securing funding applications or income generation
* Knowledge of contemporary arts both locally and internationally
 | Application Form and Interview  |
| ***The above criteria may be enhanced to facilitate shortlisting.*** |

**PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE FORM:**

Applications are to be returned by email using the original 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 CVs 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 5pm on Friday 14th May 2021.**

**Late applications will not be considered.**

**SECTION 1: PERSONAL INFORMATION**

Surname: Forename:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address Address for correspondence (if different):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel Day: Mobile:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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:

|  |
| --- |
|  |

**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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**SECTION 4 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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**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**

|  |
| --- |
| * A degree or other third level qualification in a relevant subject
* GCSE Maths and English (Grades A-C)
 |
|  |

**ESSENTIAL**

|  |
| --- |
| A minimum of 3 years’ relevant experience to include evidence of:* Ability to deliver excellent administrative assistance
 |
|  |

**ESSENTIAL**

|  |
| --- |
| A minimum of 3 years’ relevant experience to include evidence of:* Ability to communicate effectively with a wide range of stakeholders
 |
|  |

**ESSENTIAL**

|  |
| --- |
| A minimum of 3 years’ relevant experience to include evidence of:* Ability to deliver a high level of customer service
 |
|  |

**ESSENTIAL**

|  |
| --- |
| A minimum of 3 years’ relevant experience to include evidence of:* Excellent written skills and ability proof work to a high standard.
 |
|  |

 **ESSENTIAL**

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

**Desirable**

|  |
| --- |
| In no more than 200 words, please demonstrate your previous relevant experience of assisting, supporting or managing the delivery of a venue including its exhibitions, events, programmes and related activities |
|  |

 **Desirable**

|  |
| --- |
| In no more than 200 words, please demonstrate your experience of working in a similar environment, e.g., Arts / Theatre/ Heritage.  |
|  |

**Desirable**

|  |
| --- |
| In no more than 200 words, please demonstrate your experience of securing funding applications or income generation |
|  |

**Desirable**

|  |
| --- |
| In no more than 200 words, please demonstrate your knowledge of contemporary arts both locally and internationally  |
|  |

**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?**

|  |  |
| --- | --- |
|  | YES |
|  | 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 a reference 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 referees if we are considering you for employment, and all offers of employment are conditional on satisfactory references.

Name: Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: Postcode:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number (Daytime): Telephone Number (Daytime):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Number: Mobile Number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: 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 and 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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_