

## GALLERY ASSISTANT JOB DESCRIPTION

£19,300 per annum pro rata

26 hours per week (worked Wednesday-Saturday, 11.30am – 6pm, with regular weekend and occasional evening working)

### ROLE SUMMARY

We are looking for a committed and ambitious person, with a 'can do' approach, to join our team at the Centrala Gallery as Gallery Assistant. The successful candidate will have an outgoing personality, be interested in contemporary visual arts with an emphasis on Central and Eastern European art and culture, be reliable and well organised. As Gallery Assistant you will be an enthusiastic and motivated front of house staff member, contributing to the development and day to day running of a vibrant cultural venue, its arts programme and associated creative projects.

### PURPOSE OF ROLE

- To welcome visitors to Centrala Gallery and Café
- To support Centrala's activities and events
- To be responsible for opening and closing the gallery, invigilating the gallery space and running the onsite café

### KEY TASKS & RESPONSIBILITIES

- Work closely with the Exhibitions team to plan and deliver the programme of exhibitions, commissions, offsite projects and events
- Assist with research into artworks and artists to feed into the exhibition interpretation, funding applications, press releases, and other print or digital media
- Assist with installation and de-installation of exhibitions, preparation of condition reports and condition checking of artworks and other aspects of installation planning
- Assist with aspects of exhibition maintenance
- Support production of exhibition wall texts and other interpretation
- Assist in preparation and distribution of promotional material e.g. fliers, ensuring that all visible promotional materials are up to date and displayed correctly
- Prepare and maintain exhibition files, assisting with archiving
- Collect data for evaluation and audience development, preparing online/email questionnaires and ensuring feedback forms are available
- Ensure audience attendance data records are kept accurately up to date
- Ensure the gallery space is ready for visitors, with IT/AV turned on and all exhibition information is in place
- Attend regular Project and Exhibitions Team meetings

- Ensure security of exhibits
- Ensure exhibits are displayed and operating correctly as intended, alerting appropriate staff of any potential problems
- Interpretation and ensuring a high-quality visitor experience, answering questions regarding the organisation and the exhibitions, suggesting other sources of information if required
- Researching and delivering brief Spotlight Tours and group visit tours as required
- Preparing information for monthly newsletters
- Updating website and social media for events and exhibitions
- Collecting information and updating mailing lists
- Running the small on-site café which is open alongside the gallery
- Serving barista coffee, hot and cold drinks and cakes
- Maintaining the café in accordance with health and safety and food standards
- Managing the till
- Maintaining stock records and ordering new stock as required
- Keeping all areas clean and tidy
- Flexibility regarding availability outside normal working hours is required to attend events and private views
- Carry out duties in accordance with Centrala's Policies and Procedures
- Carry out any other duty as directed by the line manager, in accordance with the level of the post

## REQUIRED COMPETENCES

- Build effective and productive working relationships with others to ensure efficient and successful operations and minimise interpersonal conflict
- Develop the trust and support of colleagues and line manager
- Support the work of the team and be prepared to support others in their work
- Contribute to the maintenance of a healthy, safe and productive working environment for you, your colleagues, visitors and customers
- Adhere to all organisational policies and procedures
- Review workplace assessment of risk
- Manage your work, development and planning to meet deadlines and requirements
- Identify and agree own development needs
- Undertake training as appropriate
- Implement and review a personal development plan
- A good understanding of the arts and cultural sector

**Advertised:** May 2022

**Closing Date:** Friday 17 June 2022

**Interviews:** w/c 20 June 2022

**To Apply: Please send a CV and cover letter explaining your interest and suitability for the role to [sarah@centrala-space.org.uk](mailto:sarah@centrala-space.org.uk)**