



Job Description

Job Title:	Gallery Assistant
Hours of Work:	24 hours per week, days Tuesdays, Wednesdays and Fridays (flexible for the right candidate). May include occasional weekend and evening work, to be decided upon in agreement with Gallery Manager.
Reports to:	Gallery Manager

Principal Role

The Gallery Assistant is responsible for supporting the Gallery Manager with the running of the Gerald Moore Gallery's exhibition, educational and outreach programmes. They will provide administrative and technical support to the Gallery Manager with exhibition planning and events and leading workshops.

Main duties

- To provide administrative support to the Gallery Manager in relation to the exhibition programme, classes and outreach sessions as required;
- To assist in the smooth day to day running of the gallery;
- To lead internal and external workshops;
- To assist with the marketing of events and course through the gallery website, social media and other appropriate forums;
- To provide technical support for exhibition installation and planning;
- To liaise with art freelancers and Saturday gallery invigilator to ensure they have all the necessary provisions;
- To order any art materials or provisions required for the gallery and keep check of stock;
- To perform a front of house role and communicate with visitors, answering questions and dealing with any queries;
- To carry out any other reasonable requests, in line with the broad responsibilities of the role.

Person Specification

The successful candidate must have strong administrative skills and previous experiences in delivering workshops. Technical and marketing skills are preferable, as is some experience working within an Arts organisation.

The successful candidate must also be able to demonstrate:

- Strong administrative skills;
- Technical skills;
- Creative marketing skills;
- Good IT skills;
- A good standard of written English and good numeracy skills;
- An interest in art.



The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he / she is responsible, or with whom he / she comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he / she must report any concerns to the School's Designated Safeguarding Lead.