

THE SHOW ROOM

63 Penfold St, London NW8 8PQ
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Gallery Assistant Application Pack

Summary

The Showroom is looking to expand its Gallery Assistants team by recruiting one or two new members who can work shifts on a casual hours basis. This is a great opportunity for informed, proactive and reliable individuals to support The Showroom's exhibitions and events programme by taking care of gallery visitors, the public, art work and premises, and to support The Showroom's core team more broadly. The Showroom is an internationally-renowned institution at an exciting stage of development, with the appointment of new Director Elvira Dyangani Ose in September 2018.

Employer: The Showroom Gallery Ltd

Job title: Gallery Assistant

Contract: Casual hours agreement

Responsible to: Gallery Manager and Programme Coordinator

Holiday: Paid

Hourly rate: £8.15, paid monthly in arrears via The Showroom's payroll

Place of employment: The Showroom, 63 Penfold Street, London NW8 8PQ

Flexibility: Duties may vary as a result of changes in circumstances. A degree of flexibility is essential.

Probationary period: The role carries a probationary period which equates to four exhibition shifts and one event shift. During this time written notice of two weeks has to be given by either party.

Casual hours: This role is offered on a casual hours basis only. The volume of work can vary but we hope to offer appointees approximately one or two shifts per week in the coming months, with potential to take on more shifts during subsequent exhibitions. The Showroom Gallery Ltd will try to give Gallery Assistants as much notice as possible when offering work, but there is no obligation on the part of The Showroom Gallery Ltd to provide such work nor for Gallery Assistants to accept any work so offered.

Shifts: During exhibitions the Gallery Assistant team usually work 11.45am–6pm, Wednesday–Saturday only, with one person working on weekdays and two people on Saturdays; event shifts vary but are usually in the evenings.

Job description

Duties include:

- To, at all times, undertake the necessary provisions to ensure the safety of the works on exhibition, the visiting public and the premises.
- To ensure that all of the visiting public are made welcome and are given the best attention and information about The Showroom and its programme as is possible.
- To ensure that an adequate volume of exhibition and gallery-related printed matter (e.g. press releases, event guides, etc.) are always on display and available for visitors.
- To ensure that The Showroom, its staff and the artists it works with are properly represented through all forms of communication with the public.
- To open and close the gallery at the beginning and end of each shift, and ensure the security of the premises.
- To be fully apprised of the switch on and off instructions for each exhibition, to be responsible for carrying these out at the beginning and end of each shift.
- To carry out daily housekeeping of the exhibition and to monitor it during opening hours so that the exhibition is fully operational and maintained to a high standard.
- To interview visitors to exhibitions and events for the purpose of audience development and to meet the gallery's target for the number of questionnaires completed.
- To pass all requests and enquiries that cannot reasonably be dealt with to the relevant member of the core team, keeping them fully informed of all occurrences that are of importance in the smooth running of The Showroom and its programme.
- To assist in keeping the gallery's equipment and premises organised and tidy, and maintaining stocks of consumable items such as groceries.
- To be responsible for using the relevant administrative and financial systems as operated by The Showroom, including the handling of cash, directing enquiries, selling publications, working on The Showroom's archive, and to assist in tasks such as answering the telephone, management of incoming e-mail and project research.
- To occasionally assist with events, which might include set-up including furniture and AV, welcoming visitors and offering refreshments.
- To undertake a variety of other duties such as maintenance and administration as directed by members of The Showroom team.
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- The above outline of responsibilities are a guide to the nature of the role of the Gallery Assistant.

Person specification

It is essential that **you are available to work Thursdays and/or Saturdays** and occasional evenings and that you have:

- A strong interest in the aims of The Showroom and its programme.
- Knowledge of or experience of working with contemporary art.
- Excellent skills in communicating effectively at all levels.
- Proven ability to be reliable and flexible.
- A proactive attitude and the confidence to work independently.
- Good administrative and IT skills, including word-processing and spreadsheet computer literacy (especially Microsoft Word and Excel, for Macs).

- A commitment to equality of opportunity.

It is desirable that you have:

- Skills in using audio-visual equipment.

The above details and the job description for the position of Gallery Assistant are a guide to the nature of the work required. They are not wholly comprehensive or restrictive and do not form part of the contract of employment.

How to apply

Please send the following as attachments to recruitment@theshowroom.org:

- A statement of no more than 200 words outlining your interest in The Showroom, relevant experience and when you are available to work.
- A CV of no more than 1 page in length.
- A completed Equal Opportunities and Diversity Monitoring form. Completion of this form is voluntary but helps us to monitor equality of opportunity in our recruitment procedures.

The closing date for the receipt of applications is **midnight on Sunday 25 November 2018**. We will not consider late applications.

Interviews will be held on **Tuesday 4 December 2018**.

We regret that we are not able to respond to every application.

Thank you for your interest in The Showroom.