

THE SHOW ROOM

63 Penfold St, London NW8 8PQ
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www.theshowroom.org

Application Pack

Post:	Gallery Assistant, The Showroom
Contract:	Zero hours
Hours:	Variable, agreed through a rota system. The rota usually covers Wednesday–Saturday, 11.45am–6pm, during exhibitions only, or as required for events. Shifts are shared between the Gallery Assistant team, with hours varying according to the needs of The Showroom and the availability of other members of the team.
Pay:	£10.55 per hour
Reporting to:	Managing Director

Mission

We commission and produce art and discourse; providing an engaging, collaborative programme that challenges what art can be and do for a wide range of audiences, including art professionals and our local community.

Programme

Our programme focuses on collaborative and process-driven approaches to production, be that art work, exhibitions, events, discussions, publications, knowledge and relationships. Through major commissions and smaller projects, we work with artists and other practitioners who have not previously had significant exposure in London, often introducing international artists to London, and working in partnership with other individuals and organisations within our networks, both at home and abroad.

Purpose of the job

To support The Showroom's exhibitions and events programme by taking care of gallery visitors, the public, art work and premises, and to support our director and team more broadly.

Duties

- To, at all times, undertake the necessary provisions to ensure the safety of the works on display, 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. handouts, event notices, etc.) are always on display and available for visitors to take where applicable.
- 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 clean, 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 email 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.

Person specification

It is essential 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 duties 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 jobs@theshowroom.org:

- Statement of no more than 200 words, outlining your interest in The Showroom, relevant experience and when you are available to work.
- CV of no more than 1 page in length.

You are encouraged to also attach a completed Equal Opportunities and Diversity Monitoring form, downloadable from the website.

The closing date for the receipt of applications is **midnight on Tuesday 25 February 2020**.

We will not consider late applications.

Interviews will be held in the week commencing **9 March 2020**.

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

Thank you for your interest in The Showroom.