

THE SHOW ROOM

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

1 March 2023

Dear Applicant,

RECRUITMENT PACK: GALLERY ASSISTANT

Thank you for your interest in the post of Gallery Assistant at The Showroom. You will find the information you need in this pack for you to be able to apply, including an introduction to The Showroom, the Job Description and Person Specification.

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 Equality and Diversity Monitoring form (voluntary).

The closing date for the receipt of applications is **6pm on Monday 27 March 2023**. We will not consider late applications, and we regret that we are not able to respond to every application.

Interviews will be held in the week starting **6 April 2023**.

Thank you for your interest in The Showroom.

About The Showroom

The Showroom is a public contemporary art space focused on collaborative approaches to cultural production within its locality and beyond. 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.

Over the last decade, the programme has focused on collaborative and process-driven approaches to production be that artwork, exhibitions, events, discussions, publications, knowledge and relationships. Through major commissions and smaller projects, we have worked 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. We also work closely with our local community, and have developed strong, long-term relationships with local groups and individuals who we bring together to work in partnership with artists on specific projects and commissions, which feed into the programme.

Summary of the role

The Showroom is looking to expand our Gallery Assistant team by recruiting new members who work shifts on a casual hours basis. This is an opportunity for informed, proactive and reliable individuals to support The Showroom's exhibitions and events programme by taking care of gallery visitors, artworks and premises; and to support The Showroom core team more broadly.

Employer: The Showroom Gallery Ltd

Job title: Gallery Assistant

Contract: Casual hours agreement, zero hours

Responsible to: Managing Director and Curator

Holiday: Paid

Hourly rate: London Living Wage, paid monthly in arrears via The Showroom 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.

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. Shifts are allocated based on a rota shared prior to each new exhibition. Training will be provided.

Shifts: During exhibitions the Gallery Assistant team usually work 11.30am–6.30pm, Wednesday–Saturday, with one person working on weekdays and two people on Saturdays; event shifts vary but are usually in the evenings.

Job description

Duties include:

FRONT OF HOUSE

- To undertake front of house duties such as clear record keeping of visitor numbers, sales and donations, enquiries to the rest of the team, and liaising with the team on communications with our audiences and visitors, passing on key feedback, messages and information.
- To undertake the necessary provisions to ensure the safety of the artworks on exhibition, the visiting public and the premises.
- To ensure that the visiting public are made welcome and are given attention and information about The Showroom and its programme.
- To ensure that exhibition and gallery-related printed matter (e.g. press releases, event guides, etc.) are on display and available for visitors.
- 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 this 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 targets for the number of questionnaires completed.
- To ensure that The Showroom, staff and artists we work with are properly represented through all forms of communication with the public.
- 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.

EVENTS

- To occasionally assist with events, which might include set-up including furniture and AV, welcoming visitors and offering refreshments.

OTHER

- To undertake a variety of other duties such as maintenance and administration as directed by members of The Showroom team.
- 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.

The above outline of responsibilities is a guide to the nature of the role of the Gallery Assistant. They are not wholly comprehensive or restrictive and do not form part of the contract of employment.

Person specification

It is essential that you are available to work between Wednesdays to Saturdays and occasional evenings throughout the week, 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.
- 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 literacy (especially Microsoft Word and Excel, for Macs).
- A commitment to Equal Opportunities.

It is desirable that you have:

- Skills in using audio-visual equipment.

DATA PROTECTION

The information you give in your application will be used to create a shortlist for interviews. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process.

Your application will be kept on file for a maximum of six months and then destroyed in a confidential manner. Any applications received after the closing date will be destroyed immediately.