

JOB DESCRIPTION

Job Title:	Gallery Assistant	Grade:	SP2
Department:	FLAS	Date of Job Evaluation:	
Role reports to:	Gallery Curator (David Waterworth)	SOC Code	
Direct Reports	School of Design Administration; FLAS Research Support and Events team		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

PURPOSE OF ROLE:

Working out of the University's Stephen Lawrence Gallery, this role supports University of Greenwich Galleries' activity hosting exhibitions projects with external

partners and those cross the faculty.

The role will also support the planning and delivery of conferences and associated events.

This would suit a candidate who has a keen interest in applying design and technical.

skills to the preparation, delivery and promotion of exhibition and events.

Training and support will be provided. This role aims to give you some great experience help you to secure a good permanent graduate position.

We are seeking candidates who have:

- Experience of exhibition support and preparation.
- Familiarity with basic audio-visual display equipment
- Excellent visual literacy, an understanding of effective communication through visual media.
- Good written and spoken English, an ability to communicate well with visitors and those working with the gallery through email and face to face as required.
- Understanding of the role of the gallery, and associated events in the wider HE context.
- Demonstrated ability in creating and working to set time frames and deadlines.

This role will contribute to development of the gallery as platform for supporting research and learning at the university, while enabling the gallery to reach a wider audience. You will work front-of house, engaging with exhibition visitors as well as exhibitors and other gallery stakeholders, while supporting and monitoring the gallery's reach and impact among wider research and other communities. In between exhibitions, you will assist with the preparation and installation of new shows.

KEY ACCOUNTABILITIES:**Team Specific:**

- Assist with the development and implementation of gallery exhibitions and events.
- Producing copy and visual material for gallery website and marketing.
- Support event-based marketing and PR
- Coordinate and facilitate gallery event bookings
- Attend evening / weekend events as required.
- Monitor and maintain media coverage and.
- Develop and manage participant database and maintain contact lists.
- Responsible for responding to event enquiries and assisting visitors
- Other reasonable duties as allocated by the Curator of Galleries

Generic:

- Represent the University in a front-of-house role (as invigilator during exhibitions)
- Follow and develop effective working protocols with University PR and Marketing support, and other colleagues as relevant.
- Undertake any other administrative task as required by the faculty

Managing Self:

- Work to deadlines and project schedules
- Conduct research in your area of responsibility and identify new directions for consideration.
- Have a proactive approach
- Manage own time and daily work tasks
- Work independently and as part of a team

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected

to show flexibility in working arrangements, including working hours, to ensure that the Gallery delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- Production and delivery of allocated tasks to agreed timescales, quantities and quality
- Effective contribution to the organisation of the “SOUND/IMAGE” festival and related exhibition.
- Effective liaison with colleagues as appropriate to the role of Gallery assistant
- Contribution to team culture, communications, and effectiveness
- Compliance with corporate standard

KEY RELATIONSHIPS (Internal & External):

- University Events staff
- Central marketing staff
- Event participants and attenders
- Exhibitors and exhibition organisers
- Students and Staff at all levels of the University as relevant

PERSON SPECIFICATION	
Essential	Desirable
Experience: • Experience of working in an arts/creative administration environment • Experience of working to deadlines and managing own time. Skills: • Excellent verbal and written communication skills. • Strong interpersonal skills. • Good organisational skills.	Experience: • Experience of graphic communication of information relating to exhibitions for marketing and interpretation. • Experience of using social media as an events management tool • Experience of working with academics and exhibitors Skills: • Basic exhibition installation “DIY” skills. • Ability to work with sound and digital display equipment to a competent technical level.

• Ability to adhere to regulations, policies and procedures for which the role has responsibility, and maintain confidentiality. • Manage own time effectively and ability to work to deadlines. • Leadership skills: Ability to motivate others. • Microsoft Office suite to intermediate level. Basic familiarity with Adobe in design and illustrator Qualifications: • Studying for qualification in an area with related interest in art and design exhibition practice and/or management. E.g. Architecture, Digital Arts, Media & communications, Events, Marketing, Design or similar Personal attributes • We are looking for people who can help us deliver the values of the University of Greenwich: Inclusive, Collaborative and Impactful	Qualifications: • N/A Personal attributes • N/A
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