

Gallery Assistant, Goldsmiths Centre for Contemporary Art

Job Reference:	GCCA1
Department:	Art
Hourly Rate:	£11.79 per hour (inclusive of holiday pay).
Contract Type:	Fixed term until 30 June 2019.
Hours:	By Arrangement.
Location:	New Cross, London

Closing date for applications: **Monday 6th August 2018**

Interviews: **Thursday 9th August 2018**

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants.

Please contact hr@gold.ac.uk to make your request.



Passionate about advancing equality
and celebrating diversity.
Together, we are different



Department of Art
Goldsmiths Centre for Contemporary Art (Goldsmiths CCA)

Goldsmiths Centre for Contemporary Art is a new public art gallery housed in a Grade II listed building on the campus of Goldsmiths, University of London. It will be a place of learning in line with a strong and effective culture of university galleries throughout the world, and will draw on the values central to the university within which it stands.

Its activities will include commissioning new works, curating group and historical exhibitions, programming talks and events, and working in collaboration with research and teaching departments across the university – both with teaching staff and students.

Job description

Reporting to: Gallery Manager

Summary:

Gallery Assistants play a crucial role at Goldsmiths CCA, welcoming visitors to the gallery and discussing exhibitions with them. They also help ensure the safety of visitors and artworks and the smooth running of the building.

Main duties:

Reception Duties and Visitor Services

- Staff the gallery desk and greet visitors on arrival
- Provide excellent visitor service, in response to personal, telephone and general email enquiries
- Operate gallery routines, including opening and closing exhibitions
- Keep a record of visitor figures and catalogue sales
- Provide administrative and general support to the gallery team
- Maintain a tidy and ordered reception area
- Ensure a safe and welcoming atmosphere in the gallery
- Escalate concerns to the Gallery Manager, where appropriate
- Maintain a good understanding of current exhibitions and programme
- Maintain the safety and integrity of art work at all times

- Provide visitors with relevant information about current and forthcoming exhibitions, public events, the building, the café and the gallery's purpose.
- In the event of any challenging situations, take appropriate action and report them to the Gallery Manager immediately. Provide written incident reports if required.
- Ensure that visitor surveys are completed

Invigilation

- Help ensure the safety of all visitors to Goldsmiths CCA, in accordance with each exhibition's risk assessment
- Ensure the safety of all art work on display, taking appropriate action where necessary
- Report any hazards or concerns to the Gallery Manager at the first possible instance

Events

- Work as part of a front of house team for Goldsmiths CCA's public programme, which is programmed by the Curator and Director
- Work at exhibition previews and private views

General Responsibilities

- Work at all times in accordance with Goldsmiths CCA's Health & Safety Policy and equal opportunities
- You will be required to undertake any other duties as may reasonably be required
- Ensure that you are aware of and aligned with Goldsmiths' Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths' Health and Safety Codes of Practice and Policy

Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

A = Application form C = Certificate
I = Interview R = Reference
T = Test / P = Presentation

	Category
Essential Criteria 1 - Qualifications	
NA.	
Desirable Criteria 1 - Qualifications	
NA.	
Essential Criteria 2 - Experience	
Experience of working in a gallery or public facing environment.	A, I
Some experience of and enthusiasm for working as part of a small team.	A, I
Desirable Criteria 2 - Experience	
Experience of communications activity and social media.	A, I
Experience/understanding of working at events.	A, I
Experience of checking the condition of artworks.	

Essential Criteria 3 – Knowledge	
Good knowledge of contemporary art.	A, I
Good knowledge of contemporary art institutions.	A, I
Knowledge of, or willingness to learn, how to use audio-visual equipment, such as televisions, projectors and media players.	A, I
Desirable Criteria 3 - Knowledge	
Knowledge of local area.	A, I
Essential Criteria 4 - Skills	
Good IT skills, particularly in MS Word, Excel.	A, I
Ability to respond to situations proactively.	R, I
Excellent communication skills.	R, I
Good attention to detail.	R
Excellent time-keeping skills.	R
Ability to handle challenging situations in an appropriate manner.	A, I
Desirable Criteria 4 - Skills	
Receptionist skills.	

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

For more information about the role, please contact Oliver Fuke, tel 020 8228 5629, e-mail o.fuke@gold.ac.uk.

May, 2018

Summary of Benefits

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Access to exclusive discounts, including high street retailers
- Maternity, paternity and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#) and [gym](#)
- Access to [University of London facilities](#) such as Senate House Library

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about.

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact hr@gold.ac.uk, or visit www.gold.ac.uk/hr.

Thank you for your interest in working with us, we wish you all the best with your application.