

WORK PLACEMENT AS:	GALLERY ASSISTANT
Placement location	Impressions Gallery, Centenary Square, Bradford, BD1 1SD
Responsible to	Executive Director/Deputy Director & PATH Coordinator
Length of training	6 months
Training allowance	£110 per week
Hours of work	Full time, Tuesdays to Saturdays

ABOUT THE PLACEMENT:

Impressions Gallery promotes photography that gets people looking, thinking and talking. Ambition, artistic risks and ideas are at our creative heart. Established in 1972 as one of the first specialist photographic galleries in Europe we have grown to become one of the UK's leading independent venues for contemporary photography. Since our inception, we have supported and encouraged artists who have challenged and changed photography. We have been instrumental in expanding peoples' perceptions and understanding of photography and played a vital part in raising the status of the art form. We are a not-for-profit organisation dedicated towards providing the local community and our wider international audiences the very best of contemporary photography.

PURPOSE OF THE TRAINING

Impressions Gallery, one of the UK's leading contemporary photography galleries, is looking for an enthusiastic, friendly and pro-active candidate to assist with the daily duties of running a gallery. This is an excellent opportunity to work as part of a professional creative team, and will provide you with a wide range of duties and experience, raising awareness of a variety of careers within this field.

To provide a high standard of professional reception service for Impressions Gallery. To undertake 'front of house' duties and to be the friendly face of the gallery by creating and ensuring a pleasant atmosphere for visitors. To provide visitors with pro-active help, direction and information on the exhibitions, activities and the galleries.

To ensure the maintenance and cleanliness for the day-to-day running of the gallery and all public spaces. To assist with the day-to-day running of the shop.

DUTIES AND RESPONSIBILITIES

1. Reception

- To be the friendly and informative face to the public entering the gallery and public spaces.
- To ensure good communication between the gallery and the public. To answer the telephones, respond to enquires and to circulate messages.
- To assist with email enquiries, respond to enquires and to circulate messages.
- To provide administrative support - such as photocopying, filing, database updates etc.
- To assist Impressions Gallery in bulk mail outs as required.
- To accept deliveries, checking and signing delivery notes.

2. Front of house

- To open and close the gallery and public spaces at stipulated times.
- To inform visitors about the gallery and exhibitions, directing them to particular exhibits upon enquiry and providing information on request.
- To carry out observations on the CCTV system, patrol the gallery and public spaces, watching for theft, vandalism, damage, unruly or anti-social behaviour and taking the necessary action in accordance with instructions.
- To ensure the cleanliness and day-to-day upkeep of all public areas including the Gallery, Studio, Lounge and Toilets and to report any problems to the relevant person.
- To participate in fire drills as and when required and use fire extinguishers as appropriate.
- To assist with evacuation procedures during emergencies.
- To administer basic first aid as appropriate.

3. Shop

- To deal with the sale of all items of commercial stock.
- To record any such sales by cash register or other specified means.
- To monitor stock levels and replenish as required.
- To record deficit in stock levels and to report this information to relevant staff.
- To assist with the maintenance and general upkeep of the shop area.
- To assist with the annual stock-take with appropriate staff.

4. Galleries

- To assist Impressions Gallery in installing and de-installing exhibitions during hanging weeks.
- To assist Impressions Gallery in loading and unloading of extremely valuable exhibits and goods and moving these as instructed.
- To assist with the maintenance of the exhibitions once open and resolving any problems where feasible and / or reporting to the relevant person.
- To be responsible for the cleanliness and general upkeep of Impressions Gallery and the Studio including interpretation and signage.
- To operate a range of audio visual and other equipment as required and instructed (training will be provided).
- To assist with the maintenance and cleanliness of the Impressions Gallery storage spaces (including Gallery storerooms, loading bay, Studio storerooms and Studio kitchen).

PERSONAL DEVELOPMENT TRAINING:

- Obtain **Job Search** skills and Employability skills: training will be made available and trainees are expected to attend.

PERSON SPECIFICATION

What do I need to display on the application form

CORE SKILLS	Essential	Desirable	M o A
1. Excellent communication skills and a good telephone manner	✓		A&I
2. Neat, tidy and professional appearance	✓		A&I
3. Good organisational skills; the ability to manage to prioritise and meet deadlines	✓		A&I
4. Interest in art galleries and the work they do	✓		A&I
5. Enjoy working in a public facing environment	✓		A&I
6. Good IT and computing skills	✓		A&I
7. Attention to details and able to perform tasks accurately	✓		A&I
TRANSFERABLE SKILLS	Essential	Desirable	M o A
1. A good and effective team player	✓		A&I
2. Good customer service skills	✓		A&I
KNOWLEDGE & EXPERIENCES	Essential	Desirable	M o A
1. Good working knowledge and experience in using computer at work and confident using Word, Outlook and Excel.	✓		A&I
2. Basic knowledge and understanding of giving information and advice either voluntary, paid or informally.	✓		A&I
3. Interested in working with children would be an advantage		✓	A&I
4. Interest in Science subject/topics		✓	A&I
ATTITUDE	Essential	Desirable	M o A
1. Ability to work under pressure and to adopt a flexible approach to working methods	✓		A&I
2. Ability to respect confidentiality	✓		A&I
3. Commitment towards Equal Opportunities Policy	✓		A&I
4. Positive attitude to work	✓		A&I

METHOD OF ASSESSMENT (M o A)

A: Application Form

I: Interview

C: certificate

T: test

RISK ASSESSMENT OF THE TRAINING POSITION

A. CLIENT GROUPS, the employee will work with *

- General Public Housing Tenants Other Agencies
Children People with learning difficulties Clients in their own home resident or hostel

B. PHYSICAL CONDITIONS:

1. Work is conducted in the main *

- Indoors Outdoors Sitting
Standing Walking Office Accommodation

2. The training will involve *

- Lone Working Working out on the Estate Working underground
Climbing Working on the Counter Working in Void Properties
Bending Manual Handling tasks Working in confined spaces
Stretching Working at Heights Contact with discarded needles
Driving Potentially working in a smoking environment
Cash Handling Use of Display Screen Equipment

C. CONTROLS TO MINIMISE HAZARDS

The following specialist equipment will be provided for the job.

Personal Protective Equipment *	N/A
Protective Clothing *	N/A
Type of Vehicle (other than car) *	N/A
Other equipment used	N/A

To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.

We want all our trainees to work in safe and healthy conditions. In accordance with health and safety legislation – all trainees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, fellow employees and others.

* Tick where appropriate to indicate what aspects the job will involve.