

GALLERY ASSISTANT**Aims**

- to provide a positive first experience of PVA by dealing, in a friendly and efficient manner, with customers, visitors, workshop users and the general public both face to face and over the telephone and by maintaining the reception area as a relaxed and sociable area which showcases the quality and range of projects at PVA.
- to contribute to the work of the curatorial team to ensure that Peacock visual arts achieves its mission “to be renowned locally, nationally and internationally as a centre of excellence and innovation in creativity where artists and others come together to explore and share ideas and to present the outcomes in new ways.”

Reports to: Curator

Key dutiesreception

- to be the first point of contact for Peacock, receive all visitors and maintain all reception administration systems
- to be the first point of contact for visitors for the plans for the new centre of contemporary arts in Union Terrace Gardens.
- to promote the plans to interested visitors, to respond knowledgeably to general enquiries about the plans and refer on to the Campaign Director when necessary.
- to assist the Campaign Director in gathering contact details of visitors showing an interest in the new centre in order to generate support for the Campaign.
- to assist customers visiting exhibitions, buying art works, publications and picture framing and education services
- to operate the enquiries email account and telephone switchboard, dealing directly with enquiries where possible and re-routing others

- to maintain the reception area to promote at all times a friendly, welcoming and professional image; managing the display of appropriate promotional material

curatorial

- help develop exhibition concepts for reception area in cooperation with curatorial team and curators
- to assist the curators in developing specific content (events, education, works in the show)
- to research background materials, such as publications, artists' cvs, documentation of previous projects of the artists for display in the reception area in relation to projects
- to research and obtain items for sale in the reception area in relation to projects
- to keep accurate visitor figures for all events on the premises in a format compliant with SAC evaluation
- to coordinate printing, labels, vinyl, transport of works, equipment, setting up and taking down of exhibitions and maintenance of the spaces with the curator
- to provide, in consultation with relevant staff (e.g. printmakers for displayed editions), content relating to activities in the reception area for the Communications Manager to use in promotional materials (brochure, website...)
- to advise the curators and Communications Manager on the accessibility and relevance of interpretative material (such as labels, wall texts etc.)
- to organise and supervise together with the Communications Manager volunteers for events and other supporting activities
- to help curators document events, archive documentation and distribute documentation to artists and others involved
- to assist the curators and Marketing Manager in proofing publications

- to participate in meetings with the curators to coordinate project ideas and realisation in the gallery and reception space and discuss pending proposals
- to participate in planning meetings with the curators and other relevant staff two weeks prior to each exhibition opening or other project launch to coordinate activities and share roles during the setting up of projects

general

- to maintain database of enquiries / customers & enter sales slip information
- to organise hospitality for private views, receptions, visits etc
- to collect users fees and maintain log and statistics of workshop use
- to maintain kitchen stocks
- to assist with preparation and mailing of all marketing material

sales

- to assist customers buying works of art, publications, materials and picture framing, booking sessions and classes or making enquiries: involving other staff as appropriate
- to maintain accurate records of all sales
- to manage sales stock: browsers, pricelists, labels, stock database
- conduct annual artwork stock take

courses

- take all course bookings and send confirmations and evaluation forms
- to print evaluation/ info sheets/ worksheets in advance of courses
- to co-ordinate distribution of keys

- to maintain log and statistics of project evaluations

Necessary skills and attributes

- Excellent communication skills, an engaging and outgoing personality and enjoy dealing with a wide variety of people
- IT literate with working knowledge of macs, email, word, excel and database software
- Be methodical and enjoy attending to detail
- Be able to work with minimum supervision as part of a dynamic team whose members provide a high level of mutual support
- Have an interest in the visual arts and the cultural development of Aberdeen City

Desireable

- Have experience of working in a similar or related type of post.

Terms and Conditions of Employment

Salary £14,619

Hours of work

35 hours per week
9.30 - 5.30 Tuesday to Saturday
one hour for lunch

Holidays 35 days (includes public holidays)

Contract There will be an initial probationary period of three months.