

Enable Leisure & Culture

Title: Pump House Gallery Engagement Assistant
Hours: 24 a week (i.e. 0.6 FTE against standard 40 hour week)
Salary: ENSc3 £20402 FTE (£12241.20 pro rata for 24 hours)
Location: Battersea Park

Advert

Pump House Gallery is looking for a highly organised and energetic individual to staff the gallery on two weekdays and one weekend day from August/September onwards. The Pump House Gallery Engagement Assistant is a new role that we are creating to develop new methods for the general public to engage with our programming. The postholder will work with the Exhibition and Participation Curators to find/implement routes through which non-arts audiences can meaningfully engage with our projects and exhibitions both at the gallery and off-site, and will be responsible for overseeing their implementation. They will help us to develop new audiences and increase repeat attendances for our programme of exhibitions, performances, events and activities.

This new role will also support delivery of premises management and be responsible for daily operations at the Pump House Gallery; with a specific overview of the events and activities that are delivered in the gallery and off site as part of the gallery's exhibition and participation programmes. The postholder will work closely alongside the Programmes Assistant and assist in the supervision of a pool of gallery assistants.

The successful candidate will be an enthusiast for excellence in participatory arts practice, will have knowledge of contemporary creative delivery across a range of arts forms, a commitment to engage people who might be considered 'hard to reach', as well as experience of collating evaluation data and writing reports. They should have good technical experience in supporting the delivery of a range of events and activities, including exhibition installations and off site workshops. The postholder should be a good team player, enthusiastic about working with people as well as enjoying engaging with members of the public.

Pump House Gallery is a public contemporary exhibition space situated in Battersea Park. It is managed by Enable Leisure & Culture, a new Public Service Mutual Organisation that is contracted to provide a wide range of services for Wandsworth Council.

Closing date for applications: Sunday 13 August 2017

You will be expected to explain how you meet the key requirements for this role listed in this advert. When explaining how you meet each of the requirements, please give examples that clearly demonstrate your skills, knowledge and experience. When writing your examples give a brief description of the situation or task but focus on the actions you took and the result of your actions.

Interviews currently planned for: Week commencing 30 August 2017

For the job description, person specification and to apply, visit <http://enablelc.org/about-us/work-with-us/>.

If you do not hear from us within two weeks of the closing date please presume your application was unsuccessful on this occasion.

Person Specification

Qualifications, Experience and Knowledge

- Experience of engaging a variety of participant groups and partners, including 'hard-to-reach', in high quality arts practice.
- Demonstrable knowledge and involvement in contemporary creative practice across a range of art forms, with a particular interest in visual art.
- Experience in supporting the delivery of a range of gallery events and activities.
- Experience in undertaking gallery tours and evaluations duties such as collecting interviews and questionnaires.
- Experience of using Microsoft Office, Photoshop, Excel, Outlook, Internet and databases.

Skills and Abilities

- Ability to communicate positively in person and through writing with a wide range of people.
- Ability to work independently, and as part of a small team, with experience of office administration including dealing with correspondence and maintaining electronic and manual filing systems.
- Excellent organisational skills with rigorous attention to detail at both planning and realisation stages.
- Ability to work under pressure, and to deliver projects to deadline and within budget.
- An innovative and enthusiastic approach to problem solving.

Other Requirements

- A general understanding of safeguarding vulnerable adults and young people, and a willingness to attend training as required.
- An understanding of and commitment to Equal Opportunities in general and the diverse communities of the Pump House Gallery catchment in particular, including implications for service delivery.
- Ability to work occasional evenings and weekends as required.

Job Description

No.	General Overview
1.	Responsible to the Head of Arts for delivery of work streams with day to day tasks supervised by the Exhibition and Participation Curators.
Engagement	
2.	Works closely with the Exhibition and Participation Curators to find/implement routes through which non-arts audiences can meaningfully engage with our projects and exhibitions both at the gallery and off-site. Be responsible for overseeing the implementation of these new engagement/interpretation tools.
3.	Working closely with other members of the team to develop new audiences and increase repeat attendances for our programme of exhibitions, performances, events and activities. Play a key role in supporting the gallery's audience development, ensuring and maintaining a high quality and continuity of relationship with visitors, as well as activity participants, providers, and partners.
4.	Works closely with the Exhibition and Participation Curators to support the smooth running of the gallery's onsite and offsite events and activities programme, including exhibition tours, workshops, talks etc. as required.
5.	In conjunction with the Exhibition and Participation Curator, liaises with the team of casual to ensure they are fully informed about the current exhibition and offsite activities.
6.	Maintains an in-depth knowledge of the gallery programme, artists, curators and all partners, and also keeps abreast of wider park and arts events in order to respond to public enquiries.
7.	In conjunction with the Participation Curator, liaises with artists, curators and other activity partners to ensure that administrative requirements are met (e.g. event management planning and risk assessment), and that these are translated into effective and smooth delivery.
8.	Together with the Programme Assistant is responsible for the maintenance, organisation and operation of gallery equipment and supplies, including ordering and storing workshop, exhibition and event materials and undertaking small repairs as required.
Premises	
9.	Together with the Programmes Assistant, responsible for ensuring that all areas of the gallery are safe, accessible and tidy, and that the exhibition is ready for public viewing as required.
10.	Together with the Programmes Assistant, provides reception area cover as required. As the first point of visitor contact, provides a welcoming and informative reception, engaging with visitors and orientating them to the space, exhibition and any events or activities.
11.	Together with the Programmes Assistant, manages a small gallery shop, maintaining an inventory and dealing with sales.
12.	Acts as venue attendant for gallery hires that are managed by the Events Team e.g. weddings, in the absence of Events Team staff or as required, and ensures the smooth handover and hand-back between gallery programme activities and gallery hires.
13.	Acts as nominated key-holder, responsible for opening and securing the building as required.
14.	Keeps abreast of Health and Safety issues relating to the premises and reports building faults to the Exhibition Curator / Head of Arts or other appropriate person.
Administrative	
15.	In conjunction with the Exhibition and Participation Curator, manages the gallery calendar to ensure concord between gallery programme activities e.g. exhibition installs, and gallery hires e.g. weddings.
16.	Works with the Exhibition and Participation Curators, organises the deployment and supervision of gallery assistants to ensure that all visitors to the gallery have a positive experience and support the delivery of duties as and when required.
Other / Corporate	
17.	Responsible for adherence to Enable's Equal Opportunities policy, in respect of both staff and members of the public.
18.	Generally promotes the services of the gallery and Arts Team by assisting members of the public, both in person and by telephone, in a friendly courteous manner.
19.	To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004

	in relation to child protection and safeguarding of children and young people and this applies to the role. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults and to ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.
20.	Complies with health and safety legislation, to ensure safe working practices of all staff, public and contractors in his/her working environment, in accordance with Wandsworth Council and departmental safety arrangements, policies and codes.
21.	Be aware of any sensitive information held by the gallery and Arts Team and ensure adherence to Enable's Information Security Policy.
22.	As a member of the Culture, Events and Filming Service, contribute to the overall planning and development of the services, provide all necessary input into Enable's working groups, and attend team and any other meetings as required by the Head of Arts.
23.	Carry out other duties commensurate with the role.