

## Call for Casual Gallery Assistants

CCA is seeking individuals to join the team as Casual Gallery Assistants (GAs). These ad hoc GAs are trained to open and manage the CCA building, creating a safe and welcoming environment for all visitors to CCA. Casual GAs are called upon to open CCA either during our regular hours, during staff absence (such as annual leave or sickness), for specific events or for private hire events, which may involve evening or weekend hours. GAs act as the front of house and representative of CCA and so a polite, professional and friendly demeanour is essential to the role as well as experience of keyholding, operations and health and safety.

SALARY: £7.83 per hour

DURATION OF POST: Permanent, subject to successful completion of a six-month probationary period

PLACE OF WORK: CCA Derry~Londonderry, 10–12 Artillery Street, Derry~Londonderry, BT48 6RG

RESPONSIBLE TO: Director, Head of Public Programmes

HOW TO APPLY: Complete application form and send with CV and completed Equal Opportunities Monitoring Form to [info@cca-derry-londonderry.org](mailto:info@cca-derry-londonderry.org) - mark the subject as CASUAL GALLERY ASSISTANT APPLICATION or by post to:

Mel Bradley

Administrator

CCA Derry~Londonderry

10–12 Artillery Street

Derry~Londonderry

BT48 6TG

DEADLINE: 1 November 2018, Interviews will be held in the following month.

Purpose of post:

- Keyholding locking and unlocking CCA premises
- Acting as front of house, first point of contact for the public and hirers; responding to enquiries and requests in appropriate, professional manner
- Invigilate artwork; protecting fragile work from harm or theft, condition reporting
- Cleaning when necessary
- Undertaking visitor surveys as required
- Collating visitor information for reporting
- Assisting with exhibition installation and deinstallation if required
- Handling cash through donations and sales, cashing up and accounting
- Assisting with the safety of staff and visitors in the gallery
- Managing public events
- Communicating the ideas behind artworks and events clearly to a wide range of visiting public.

Person Specification

- Experience of working with the public
- Experience of working with exhibitions

- Building management
- Keyholding experience
- Lone working experience
- Experience of working in the third sector, community and voluntary organisations
- Excellent communicator
- Arts education, BA or MA in arts desirable
- Reliability and punctuality
- Self-reliant team player, problem solving
- Close attention to detail and professionalism
- Positive approach and demeanour, patient and calm under pressure
- Commitment to Equal Opportunities
- Excellent spoken and written English
- Additional spoken languages desirable

## APPLICATION FORM

POSITION APPLIED FOR	Casual Gallery Assistant
Full name	
Date of birth	
Address	
Postcode	
Email	
Telephone	
Website (N/A if you don't have one)	
Nationality	
Languages spoken	
Statement: why I am applying for this role (Maximum 500 words)	(go on to second sheet if necessary)
Statement: what skills and experience I bring to this role (Maximum 500 words)	

	(go on to second sheet if necessary)
I have included my current CV	Y / N
I have included a completed Equal Opportunities Monitoring Form	Y/N
Referee 1: Name Address Email Relationship to you	
Referee 2: Name Address Email Relationship to you	
Signed	
Dated	