



WESTON PARK

ROLE TITLE: Art Gallery Assistant

REPORTING TO: Curatorial & Learning Administrator and Security Supervisor

ACCOUNTABLE TO: Curator & Head of Learning and Chief Executive.

PURPOSE OF ROLE:

Weston Park's Rose Paterson Art Gallery opened in 2009 following the conversion of the 18th Century Granary building with support from the then Heritage Lottery Fund (now NLHF). This beautiful space features monthly selling art exhibitions from contemporary artists around the country, as well as occasionally displaying a handful of historic paintings on loan to Weston Park from private collections, whilst the shop area helps us to sustain free access to the space. The Art Gallery plays an important role in supporting the charitable aims of the organisation, as all commission received from sold works goes towards providing materials for more than 6000 school children who visit Weston Park every year. We are looking for Volunteers to work within the Gallery, to assist visitors and sell works.

MAIN RESPONSIBILITIES:

- To provide a warm and enthusiastic welcome to all visitors
- To provide information about Weston Park, current and future exhibitions in the Gallery and the hire of the space
- To assist customers choosing to buy pieces and to process sales
- To make sure works are safe, responding calmly and professionally to any unexpected issues that may arise.
- To be presentable and professional, dressing appropriately
- To assist at Gallery private view events, welcoming guests and promoting the artists work
- To be positive about all exhibitions irrespective of personal likes or dislikes

VOLUNTEER SPECIFICATION:

Skills and interests needed

- Good communication and interpersonal skills
- Ability and willingness to learn about Weston Park and the exhibitions in the Art Gallery
- Health and Safety aware
- Excellent level of commitment

DESIRABLE SKILLS AND INTERESTS

- An interest in contemporary art
- Good sales skills

HOURS OF INVOLVEMENT

The Gallery is open seven days a week. Duties are split into two sessions every day; 10:45 until 1:30 and 1:30 until 4pm. The amount of duties and days when a volunteer would like to work is flexible.