

Gallery Assistant



Job Title: Gallery Assistant

Employer: Belfast Exposed

Place of Work: 23 Donegall Street, Belfast, BT1 2FF

Reports To: Chief Executive Officer

Duration: (Tuesday to Saturday), subject to work needs TBC.

Hours of Work: 37.5 Hrs per week (Tuesday -Saturday) 9.30-5.30. (When the gallery is closed during install Saturday's may be swapped to Monday's) Flexible working, including evenings will be required occasionally.

Salary: £20,319

Leave: 30 days annual leave pro rata. TOIL is applied where relevant.

Contract: This is a permanent position. A 6-month probationary period will apply.

Deadline of application: 17th April 2023 12:00pm (Noon).

An exciting opportunity has arisen to join Belfast Exposed and make a vital contribution to this dynamic and unique organisation. The successful candidate will be able to thrive in this demanding environment and help the team maintain the excellent reputation we have established at local, national and international level.

The successful candidate will work as part of a core staff team including a Marketing and Communications Officer, specialised staff and will report directly to the CEO. Primarily office-based, the post includes specific responsibilities for digital components of promotion, sponsorship and communications and oversight of branding for Belfast Exposed. You will be a key part of the core team in delivering the company's public profile and supporting its goals of awareness-raising and widening access.

We are looking for a candidate with excellent organisational and leadership skills to join to a thriving and exciting creative business with an international reputation for excellence. Your contribution will have a direct effect on the achievement of our organisation's vision and strategy.

All our posts are subject to the availability of funding.

Belfast Exposed Photography, 23 Donegall Street, Belfast BT1 2FF
T: +44 028 9023 0965 **E:** info@belfastexposed.org belfastexposed.org

Job Description

Duties of the post will include but are not limited to the following areas of work:

- Opening and closing the gallery spaces ensuring all areas are kept clean, tidy and minimising risks to health & safety.
- Be capable of overseeing the arrival of visitors with warmth and ease and have the capacity to talk about exhibitions (you will be briefed on every exhibition/event managed at the gallery).
- Managing and scheduling the volunteer team who support the invigilation of the gallery.
- Administrative support for the Curator/CEO in scheduling technicians, ordering supplies, artist liaison (where required) compiling information for the marketing and communication and any other administrative functions required.
- Managing Belfast Exposed general emails and answer machine queries taking accurate messages and passing information to relevant staff and responding to all enquiries in a timely fashion.
- Support on the delivery of all events taking place at Belfast Exposed including private views, late Nite Art (First Thursdays of each month) and venue hires. Please note some of these take place occasionally at weekends.
- Collate audience attendance in accordance with Belfast Exposed systems and report accordingly in weekly team meetings and quarterly Board reports
- coordinate with Belfast Engage programme
- Carry out any other duties as may reasonably be required in the operation of the post

ESSENTIAL CRITERIA:

- Good oral communications skills, ability to communicate effectively to members of the public.
Knowledge of using Microsoft Word & Excel for standard tasks and creating documents
- Be self-motivated, organised, flexible and pragmatic approach
- Good team-working, interpersonal and communication skills
- Willingness to work outside regular hours on occasions during exhibition (de)installation and events including evenings and weekends
- Good planning and organisational skills;
- Ability to work unsupervised
- Capability to meet tight deadlines.

HOW TO APPLY

Those wishing to apply for this role should send their CV, Expression of Interest addressing the job description and each of the criteria, download and complete the Monitoring Form and send to (info@belfastexposed.org) no later than 12:00pm Monday 17th April 2023.

- Application Deadline: 17th April 2023 12:00pm (Noon).
- Shortlisted candidates will be notified by Wednesday 19th April 2023.
- Interviews will be held at Belfast Exposed on Tuesday 25th April 2023.

Start Date: Immediate start (depending on employer's notice requirements).

BELFAST EXPOSED

Enriching people's lives through photography

For over 40 years Belfast Exposed has led the way, challenging, shaping and bringing meaning to our culture and society. Through the power of photography, we have created a unique photo collection, capturing who we were, who we are and in turn what we can become. It serves us to ensure an inspiring, enduring legacy for today and beyond.

Starting out in dark troubled times, we have now grown into a force for creativity. Our innovation has led to numerous achievements and awards, fuelling confidence and reinforcing the solid belief in what we do and what we can achieve.

Art is at the heart of everything we do, shaping our dreams and aspirations. Communicating universally from grassroots to boardrooms.

We are relentless in our ambitions to challenge the status quo. Disruptively pushing back frontiers. Growing and supporting new talent through facilitating learning, showcasing exhibitions, whilst helping to champion our community. Through identifying meaningful and lasting partnership opportunities we create genuine, enduring value for artist progression, mental health, businesses and legacy of our people.

Our plans bold, our strategies focused and our vision remains true.