University of Edinburgh  
Job Description

1. Job Details
Job title: Gallery Assistant

School/Support Department: IS,

Unit (if applicable): Talbot Rice Gallery

Line manager: Principal Curator

2. Job Purpose
Provision of first-line clerical and administrative support to the Principal Curator, to assist the Gallery Administrator in the efficient running of the office and to support the Curator of Education & Development in promoting the education programme.

3. Main Responsibilities

1. To provide clerical assistance to the PC through tasks such as exhibition research, artist liaison, answering the telephone and taking messages, typing labels, drafting letters, setting up and minuting related meetings, filing information, managing exhibition feedback and assisting the PC in researching related Curatorial trips. 45

2. To provide front line office support in clerical and administrative matters to the Gallery Administrator and to other Gallery staff as required, dealing with phone and written enquiries, book and stationary orders, filing, maintaining databases and general tasks. 20

3. Under the direction of the Principal Curator and Curator of Education co-ordinate and organise print and publicity activities relating to exhibitions, education events and bookings and the work of the Gallery. 10

4. Assist in ensuring media awareness and publicity for the changing exhibition programme and assist the Administrator in circulating information by email and developing audience on a regular basis. 15

5. To act as a receptionist at the Gallery's front desk on a daily basis, this involves dealing with queries from the public, selling of catalogues etc. 5

6. To assist in other work in the Gallery as required. 5

4. Planning and Organising
Senior staff essentially generates daily work. There will also be long-term timescales for preparation of exhibitions in the Gallery. This direction will come from the Curator, curator of education and administrator

5. Problem Solving
The post holder is expected to be able to act on his or her own initiative and refer any problems as appropriate.
6. Decision Making
The post-holder is involved in some advance planning of workload, and is expected to be able to prioritise their daily working activities.

Own decisions:
Dealing with reference enquiries at the Gallery's front reception desk.
Deciding when to refer an enquiry.
Prioritising daily work.

Referred decisions:
Complex enquires.
Security matters.

7. Key Contacts/Relationships

Internal
Gallery Staff:
University
Academic staff, students, CPA, printing department, colleagues in the Library, Museums, Galleries (particularly within Collections Division)

External
Funding bodies; partner organisations e.g., Edinburgh College of Art); professional associations; artists, sponsors, Members of the Public, Gallery designer, Gallery printing company, advertising agencies, visitors via circulation of an email bulletin

Such working relationships may be on a formal or informal basis, face to face, through written communication, at conferences and other professional meetings, or by phone.

8. Knowledge, Skills and Experience Needed for the Job
- Good educational background
- Good communication skills
- Ability to work using own initiative
- Flexibility
- Adaptability
- Reliability
- Punctuality
- Basic computer literacy
- Aptitude for/experience of team working
- Confidence in working at a busy public enquiry point.

9. Dimensions
- Open to the Public
- Within the diverse and changing field of art
- Pace of change within temporary exhibitions

10. Job Context and any other relevant information