University of Edinburgh
Job Description

1. Job Details

Job title: Gallery Attendant,

School/Support Department: ISG, Library

Unit (if applicable):

Line manager:

2. Job Purpose

With other Gallery staff, assist in the organisation and delivery of exhibitions and functions in the Talbot Rice Gallery.

3. Main Responsibilities

1. Staffing the gallery reception desk: customer services duties, including meeting and greeting visitors, handling telephone and general inquiries and sales inquiries.  

2. Ensuring security of the gallery and collections, including unsupervised opening and closing of gallery at weekends, monitoring CCTV cameras.  

3. Preparing Gallery, both for exhibitions and for functions, lighting systems, gallery spaces, audio visual and other equipment required.  

4. Helping to organise transport requirements of the gallery exhibition programme.  

5. Ensuring itemised lists for exhibitions are properly maintained and recorded, including data loggers, humidifyers and sales/visitors numbers logging.  

6. Recording in/out movement for University Collections and exhibition stores.  

7. Collecting and distributing mail, receiving and checking deliveries

4. Planning and Organising

To liaise with the Principal Curator, Gallery Administrator and other staff on the planning and organising of Gallery exhibitions and functions, dealing with casual staff.

5. Problem Solving

To deal with any day to day problems that occur during the hours of functions and weekend operation of the Gallery day to day function and customer service duties.

6. Decision Making

Being involved in the daily decision making within the team.
7. Key Contacts/Relationships
Liaising with exhibitors and function organisers regarding set up of functions and mounting and dismantle of objects meeting and greeting visitors on service points during exhibitions and out of hours work, lectures, hire events.

8. Knowledge, Skills and Experience Needed for the Job

<table>
<thead>
<tr>
<th>Manual skills</th>
<th>Adaptability</th>
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<tbody>
<tr>
<td>Basic joinery</td>
<td>IT skills, email and word processing</td>
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<tr>
<td>Art Handling</td>
<td>Health and safety awareness</td>
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<td>Customer service skills</td>
<td>Dealing with issuing keys within the Gallery</td>
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<td>Security awareness/alertness for CCTV</td>
<td>Travel with exhibitions</td>
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9. Dimensions

10. Job Context and any other relevant information

11. Verification
(JDs should be agreed by the relevant manager and individual job-holder or representative. Further verification may also be specified in some cases.)

I agree that this job description conveys an accurate description of this job.

Manager:

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<tr>
<th>Job title</th>
<th>Name</th>
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Job holder:

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<tr>
<th>Staff number</th>
<th>Name</th>
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Other:

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