1. Job Details

Job title: Gallery Attendant

School/Support Department: ISG/Library, Museums & Galleries

Unit (if applicable): Talbot Rice Gallery

Line manager: Principal Curator

2. Job Purpose

With other Gallery staff, preparing for maintaining and providing services, installing during and dismantling exhibitions. Supporting other gallery staff in maintaining the University Collection. Responsible with colleagues for opening and closing the Gallery, other security matters and general maintenance of the Gallery.

3. Main Responsibilities

<table>
<thead>
<tr>
<th>Approx. % of time</th>
<th>Description</th>
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<tbody>
<tr>
<td>40</td>
<td>1. To install, dismantle exhibitions in support of the exhibitions programme</td>
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<tr>
<td>20</td>
<td>2. To maintain University Fine Art Collections to agreed standards</td>
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<td>20</td>
<td>3. To help maintain Gallery during exhibitions including lighting, environmental and back up work including maintenance of stores</td>
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<td>5</td>
<td>4. To staff reception and deal with customers, helping customers to have a positive visitor experience</td>
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<td>5</td>
<td>5. To ensure security of gallery opening closing and monitor CCTV during exhibitions providing safety for artworks and visitors</td>
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<td>10</td>
<td>6. Irregular duties including framing making plinths travelling with exhibitions, ordering materials and equipment and any other duties organised by the Curator and staff</td>
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4. Planning and Organising

To coordinate with Curator, other staff and sometimes artists/other Curators how to hang, display other works as designated by Curator, Line Manager or Fine Art Collections Manager. Time scale ranges from 2 months ahead to immediately.

5. Problem Solving

Display method ranging for fixing to framing. Lighting of the exhibition and show to dismantle and re-pack an exhibition.

I give advice to the Curator where necessary. But final decision is hers. Guidance includes past experience, other staff advice, the artists and outside advice where necessary.
6. Decision Making
My main role is to give advice during the installation and deinstallation of exhibitions. All final decisions are made by the Curator. Constant cooperation between Curator, staff and myself both through formal meetings and one to one communication.

7. Key Contacts/Relationships
Advising Curatorial/collections staff with technical problems for hanging displaying art works.

8. Knowledge, Skills and Experience Needed for the Job

<table>
<thead>
<tr>
<th>Manual skills some basic joinery</th>
<th>Adaptability</th>
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<tbody>
<tr>
<td>How to handle exhibition objects correctly</td>
<td>Basic IT skills</td>
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<tr>
<td>Security awareness and alertness</td>
<td>Basic health and safety awareness</td>
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<tr>
<td>Customer service skills</td>
<td>Some aesthetic art experience</td>
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9. Dimensions
Working as part of closely knit team of 5 or 6 each providing different areas of expertise overseen by the Curator.

10. Job Context and any other relevant information
Internally the ability to be adaptable and quick thinking is an advantage because decisions can be changed and problems can arise quickly. Externally an interest in art means I keep up with new/different display methods.

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:  
Job title:  
Name:  
Signature:  
Date:  

Job holder:  
Staff number:  
Name:  
Signature:  
Date:  

Other:  
Job title:  
Name:  
Signature:  
Date:  