



Gallery Invigilator

Volunteer Role

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Where

AIR Gallery (Part of A4 Studios CIC)

Time

A minimum of one 3 hour shift per week with attendance at volunteer meetings held at the beginning of each new exhibition. Shifts are either between 11am-3pm and 2pm-6pm weekdays and weekends are 10am-1pm and 1pm-4pm. Full 6 hours shifts will have a 30 min break.

Commitment

Ongoing

Duration**Role Summary**

- Gallery invigilators are part of the Front House team and support the Gallery Assistants and Curators in maintaining the security of the exhibitions and safety of the public.
- Welcoming the public to AIR Gallery, providing information on the exhibitions, studios, upcoming events and answering any general queries.
- Patrolling the galleries to ensure visitors abide by Gallery's regulations eg: do not touch.
- Ensure gallery and premises remain tidy and clean throughout the day
- Occasionally assist with the set up of gallery events
- Promote and apply Gallery's policy on Health and Safety, security, child protection, equality and diversity etc.
- Assisting the public in evacuation situations in accordance with a thorough knowledge of evacuation procedures (training provided)
- Informing the Visitor Operations Manager / Supervisor or Duty Manager immediately in the event of damage to the building or to any artwork, in the instance of any health and safety or security issues arising, and of any other emergencies that may occur.
- Assisting with the Open and Close of the gallery.
- Dealing with collections and deliveries.

Requirements

- Experience of working with the public
- Excellent communication and customer service skills
- Good eye for detail
- Confident
- The ability to respond to general enquiries and 'think on your feet'.
- An interest in contemporary art is essential.
- Understanding of basic health and safety issues in a public building is desirable.
- Ability to work independently for periods of time when occasion demands.

Training

The volunteer team, including Gallery Invigilators, meet at the beginning of each new exhibition (every 6 to 8 weeks) to discuss the exhibition with members of the Gallery staff team. The meeting is an opportunity for current and prospective volunteers to take part in lively discussion about the Gallery's forthcoming events and exhibitions programme and to learn about additional volunteering opportunities. Gallery Invigilators will be given a suitable building and health and safety induction prior to the beginning of their first volunteer shift and will be shadowing existing staff on their first few shifts.

Gallery invigilators report to:

Gallery Invigilators report to the Gallery Assistant or curator on duty during their shift. The main point of contact for Invigilators will be Becky Wild.

Benefits of Volunteering

- AIR Gallery aims to showcase high quality and thought-provoking contemporary art from across the globe. By volunteering, Gallery invigilators will be part of this exciting environment and will be introduced to many artists to build up their network of contacts.
- Volunteering allows the invigilators the chance to work amongst a team of engaging, committed and creative individuals from all different walks of life.
- Gallery may reimburse regular travel expenses upon submission of valid receipts and completes expenses forms.
- Volunteers are invited to all the Gallery's events free of charge and also the annual staff party.
- Invigilators will be given first choice of other volunteering roles as they occur within the studios and gallery, to allow our staff to gain more experience through assisting in events, talks and previews.
- All volunteers will receive a certificate when they hit particular milestones of voluntary activity and this will be awarded during our staff party.

Attire

There is no uniform, we merely ask our volunteers to dress in appropriate attire and to wear a air gallery badge or tag during their shift which will be kept in the office.

Other Information

The front of House Team consists of a small team of friendly Gallery Assistants and Invigilators whose primary role is to support the Curator and team at AIR Gallery. Their role is assisting with the day to day operation of the Gallery and public areas.

The Gallery Invigilator role can be physically demanding in it's nature. As well as standing for long periods of time you may be asked to help lift and carry equipment during event set ups. Please make your line manager aware of any challenges which the physical nature of this job may present to you. We are committed to making reasonable adjustments for access and equality.

For more information about AIR Gallery visit www.a4studios.co.uk.