



JOB DESCRIPTION
Gallery Assistant
i2 Art Limited

Job Title:	Gallery Assistant – Retail Art Gallery
Reporting To:	This role will report into the Manager
Location:	Saffron Walden, Essex
Hours	The gallery is open 5 days a week, Tuesday through Saturday, from 10.00am to 5.00pm
Working Pattern	<ul style="list-style-type: none"> o 2 days per week 10.00 to 5.00 with 1 hour for lunch. o 6 hours per day o MUST include every Saturday, other day likely to be Thursday but flexible o Possible additional days to cover Manager absence o There may be an early start once a fortnight at 8.30
Salary & Benefits	<p>£6 per hour based on hours worked</p> <p>28 days holiday, including public holidays, per year on a pro rata basis. This equates to 11 days pa.</p> <p><i>i2 Art Gallery will be closed between Christmas and New Year and this will be taken out of the annual holiday entitlement</i></p>

Competencies:

- o Confident and articulate
- o Smart and presentable
- o Comfortable working on own or under direction from Manager
- o Personable; good communicator who enjoys meeting and dealing with people in person and on the telephone
- o Passionate about art
- o Retail and art experience
- o Computer literate, knowledge of email; internet and documents – it is vital you are competent in these areas as IT is a key tool of the Gallery
- o Nice to have, but not essential: Knowledge of Adobe products such as Photoshop; InDesign
- o Hanging art and producing exhibitions can be physically demanding work

Please note that hanging art and producing exhibitions can be physically demanding work

**Retail Duties:**

- Selling a wide variety of high quality original and limited edition artwork
- Listening to clients to help identify their needs in order to highlight pieces that will be of interest to them
- Processing sales through computer system and arranging deliveries to clients
- Processing framing requirements including placing orders with local suppliers
- Refreshing the stock and re-hanging pictures to ensure the collection is kept fresh and vibrant. This will include polishing and dusting art work.
- Ensuring the security of the premises and its stock as per guidelines provided
- Being aware of, and acting accordingly, in respect the well being of customers as per guidelines provided (Health & Safety)
- Taking delivery of art and other suppliers, unpacking and storing

General Duties:

- Ensuring the retail premises are open as per designated hours
- There will be 2 hours of cleaning duties each week
- Keyholder
- Providing cover for manager when away on business or on holiday
- Administrative duties related to other businesses from time to time e.g. opening post; filing

Independent Artists & Exhibitions

- Researching new artists to appear in the Gallery
- Assisting Manager to Identify, liaise with, and book independent Artists
- Assisting placing of all orders with independent artists and arranging delivery
- Assisting set up of Gallery events such as exhibitions
- Distributing flyers and posters to venues
- Handing out leaflets in the town to passers by