

## **Gallery Manager (Saturdays)**

*Beaconsfield, " – the south London gallery which has been curating cutting edge art since 1994..." (Guardian Guide) is a charity within the 'Voluntary Sector': a 'micro' arts organisation with a big agenda. It seeks to appoint a motivated, independent and enthusiastic member of staff to manage all aspects of Beaconsfield's front-of-house.*

### **Job description:**

The candidate will have excellent communication and interpersonal skills, a demonstrable ability to work to a high level of detail and be able to work independently. The candidate will promote a positive public image for Beaconsfield and liaise effectively with a wide range of people on behalf of the organisation, representing Beaconsfield at all times.

The post entails taking responsibility for the smooth running of all aspects of the organisation on a Saturday which includes being based on the Front Desk, upkeep and maintenance of the site and exhibitions to a high standard, administering sales of merchandise and art works and assisting the Ragged Canteen when necessary.

The Gallery Manager will report to the Projects and Development Manager and will have on-site responsibility for Saturdays.

### **Hours:**

1 day per week on a Saturday, 10.30am - 5.30pm

### **Pay:**

£8.50 per hour

### **Contract period:**

An initial twelve-month contract with a one month notice period either side and probationary period of one month. An annual review and contract renewal meeting will take place before the end of the twelve-month period. Holiday to be negotiated.

## **Specific Responsibilities and duties:**

### **Front-of-house and venue administration**

Take responsibility for ensuring the smooth running of the Beaconsfield venue on a Saturday. Duties include;

- acting as a first point of contact for all visitors, incoming calls and general email and postal enquiries
- being responsible for opening up and closing the venue
- being responsible for the activation and maintenance of each exhibition
- coordinating weekend suppliers
- sustaining a well organised and tidy front-of-house environment
- administering venue hire viewings and requests

### **Development and audience monitoring**

Maintain accurate friend and patron record monitoring.

Actively engage with customers and patrons in the promotion of Beaconsfield's products.

Administer artist edition sales as well as of any Beaconsfield merchandise.

Maintain visitor and audience monitoring mechanisms.

**Ragged Canteen**

Assist the Ragged Canteen in any way necessary, including;

- setting up the café
- serving food and drink
- tidying tables
- maintaining a clean and clear front-of-house area
- maintaining on-street signage.

**Equal opportunities**

Adhere to the principles of equal opportunities and respect as promoted throughout the organisation.

Undertake any such task as is reasonably requested by the directors within the broad definition of this role.

**Please email a CV and cover letter to:**

Gabriela Cala-Lesina, [info@beaconsfield.ltd.uk](mailto:info@beaconsfield.ltd.uk)

**Closing date:** midnight on Friday 27<sup>th</sup> February 2015