

Gallery Assistant

Opportunity type: Part-time, permanent

Hours: Saturday and Sunday, 10 AM – 6 PM

Salary: Subject to negotiation, depending on experience

Application deadline: 12 PM, Friday 29 November 2019

Start date: January 2020



About the Role

The Gallery Assistant represents the public face of The Mosaic Rooms and as such he or she must be well informed of The Mosaic Rooms' activities in general terms and in relation to each exhibition and event in particular. Working creatively with other members of the team they will also help generate ideas for developing and engaging audiences.

Tasks and Responsibilities

- Welcoming the public to the exhibition on display at the gallery and answering any queries people may have about the exhibition/ event/ gallery.
- Invigilation of galleries to ensure that visitors do not touch the works of art, respect regulations regarding taking photos, no eating, drinking, smoking, etc.
- Ensuring all equipment and lighting is fully functional at the beginning of every day.
- Making sure the galleries are clean and tidy at the beginning and end of the day.
- Reporting any health and safety, or security matters.
- Answering the telephone, taking messages, dealing with visitor enquiries, handling RSVP and tickets sales for events.
- Dealing with all couriers and deliveries to the gallery.
- Ensuring that the lobby and information desk are kept tidy throughout the day, and during private views and events.
- Opening and closing the gallery as required and ensuring total security compliance at all times.
- Keeping attendance figures and informing other staff of comments/ feedback about the current exhibition/event. This may include taking part in data capture exercises to enable the gallery to gain further information about audiences.
- Assisting on any events and functions occurring at weekend
- Welcoming residents to guest studio and ensuring it is properly set up, clean, tidy and ready to receive them.
- Pro-actively selling all bookshop and exhibition related merchandise and managing the Bookshop including stock control, rotation, ordering, online purchases and postal dispatched.
- Updating the gallery's mailing list and assisting other team members in researching contacts and partners for specific exhibition or events when required.
- Assisting the team in logistics related to programme research and general operational administration and social media
- Serving drinks in the bar/café area as required

Skills and Qualifications

- Bachelor's degree in related field
- Minimum 2 years of work experience in a related field
- Excellent communication skills
- Experience in dealing with the public
- Excellent IT skills
- Good team worker and detail oriented
- Accuracy and timelines in performing assigned tasks

About The Mosaic Rooms

The Mosaic Rooms are a vibrant non-profit cultural space and bookshop in West London dedicated to supporting and promoting contemporary culture from and about the Arab world and beyond. We do this through our free access contemporary art exhibitions, our multidisciplinary events, artist residencies and learning and engagement programme. We are a project of the A.M. Qattan Foundation, a registered charity number 1029450.

How to Apply

Interested candidates should apply with a CV and cover letter as two separately attached documents in either Word or PDF format to info@mosaicrooms.org, addressed to Rachael Jarvis with subject heading "Application - Gallery Assistant." Please note, due to the number of applications received only successful candidates will be contacted for interview. Closing date for applications is 12 PM, Friday 29 November 2019.

Contemporary Culture from the Arab World

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