



NEWLYN ART GALLERY & THE EXCHANGE

JOB OUTLINE: EXHIBITION HOST

Job Title Exhibition Host

Salary £17,500 pro rata

Employment term Part-time, fixed term

Days / hrs of work 22.5 hours per week, usually three full days or six half days, including Saturdays, by agreement, typically 9:30am - 5:30pm.

Exact working days and hours to be agreed at offer of employment.

Line Manager Programme Curator / Deputy Director

Exhibition tour, Robyn Denny exhibition



PURPOSE OF THE EXHIBITION HOSTS:

For most of the time, our Exhibition Hosts will be based in our exhibition galleries, offering a warm and friendly welcome to our visitors, so we are looking for applicants with very good people skills. You'll need to be able to read people well, be a great listener and have an instinct about when a visitor wants to be approached and when they just want space. Part of the role is to talk to visitors about the art work and exhibitions on show.

It would be great if you are already enthusiastic about contemporary art, but it's much more important that you are confident in meeting and talking with people. We'll support you in learning about the exhibitions and events we present. We are interested in your potential above all, not qualifications and previous experience. It's also important that you are vigilant. One of your key responsibilities will be to make sure the art we show is safe and that our visitors are too.

We are passionate about encouraging more and different types of visitors to use our galleries, and the Exhibition Hosts will play a key role in this work. We'd like to welcome more children and young people to the gallery and encourage older people to visit more regularly too. We want to encourage more people with disabilities or other protected characteristics to feel welcome here, so if you have any experience of the kind of barriers these visitors might face, that could be very useful.

Informal gallery tour, Robyn Denny Exhibition



TO SUMMARISE, THE JOB OF EXHIBITION HOST INVOLVES:

- Being based in the galleries to welcome visitors to the exhibition.
- Being vigilant for any potential damage to the art works and the safety of visitors.
- Finding out about the art works and artists exhibited and sharing this information with our visitors in a clear and engaging way (training provided).
- Approaching visitors to complete our Audience Agency Survey in the exhibition space.
- Leading short informal gallery tours and talks to visitors, incl. school groups (training provided).
- Providing one-to-one assistance to visitors where required, e.g. for visitors suffering from sight or hearing loss or facing other barriers to engaging with the exhibition (training provided).
- Attending training for own development where required.

WE ARE LOOKING FOR PEOPLE WHO:

- Are friendly and welcoming with a positive and engaging attitude. (E)
- Enjoy meeting and talking to new people and have great verbal communication skills. (E)
- Are respectful towards all, regardless of background, race, disability, age, gender or sexual orientation. (E)
- Are reliable and trustworthy and remain calm in an emergency. (E)
- Are able to work flexibly including some evenings and weekends (to be agreed in good time to allow for childcare and other commitments). (D)
- Are interested in contemporary art and artists. (D)
- Have some experience of working with members of the public, including children, young people older people and/or people with disabilities. (A)

E – Essential - We expect all applicants to demonstrate these, to make it to the interview stage.

D – Desirable - Demonstrating these would significantly strengthen your application.

A – Advantageous - If you have these, we'd like to hear about them, but they aren't make or break.