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**PRIVATE & CONFIDENTIAL**

Dear Sir/Madam,

**APPOINTMENT OF GALLERY ASSISTANT**

Thank you for your interest in the above post. Please find enclosed the job description and personal specification for Gallery Assistant.

To apply for this position, please complete the application form. Under the Additional Information section please describe how you will apply your knowledge, experience, skills and qualities to fulfil the main duties and responsibilities of the post within a high profile visual and performing arts facility.

The application deadline for this position is **Monday 21 May 2018 at 10.00am**. Please email this to [recruitment@thelowry.com](mailto:recruitment@thelowry.com) or post to Human Resources, The Lowry, Pier 8, Salford Quays, M50 3AZ.

Thank you again for your interest in The Lowry.

Yours faithfully,

Kay Sutton

**Human Resources Advisor**

## **JOB DESCRIPTION**

Post Title : Galleries Interpreter  
Department : Visual Arts  
Reports to : Head of Gallery Operations

## **JOB PURPOSE**

Gallery Assistants have an important part to play at The Lowry in helping make sure that every visit to the Galleries is an enjoyable, learning experience. Gallery Assistants will provide an outgoing, helpful and knowledgeable public face for The Lowry.

## **MAIN DUTIES AND RESPONSIBILITIES**

- Provide a professional and informed first point of contact when welcoming all visitors to The Lowry.
- Be perceptive in identifying visitors' needs, particularly those of children, families and disabled people.
- Familiarise oneself with the exhibitions and events programme, and The Lowry itself and be prepared to provide visitors information about them and short talks if required.
- Assist in gathering, monitoring and evaluating visitor responses to exhibitions, and The Lowry.
- Work together with other departments within The Lowry ensuring the best possible experience for all our visitors.
- Promote and comply with legislation and The Lowry's policies on equal opportunities and health and safety both in the delivery of services and the treatment of others.
- Identify and undertake training and development as required in order to meet personal and business needs.
- Undertake any other reasonable duties, commensurate with the level of the post so as to ensure the smooth running of The Lowry.

## **REVIEW ARRANGEMENTS**

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes

CRITERIA	ESSENTIAL	DESIRABLE
<b>SKILLS / ABILITIES</b>	<p>Initiative and common sense and enjoy meeting and interacting with people.</p> <p>An active, open minded, friendly approach and the ability to work well within a team.</p> <p>A genuine commitment to the best standards of customer care.</p>	
<b>KNOWLEDGE</b>	<p>A continuing interest in the visual arts.</p>	
<b>QUALIFICATIONS, TRAINING AND EDUCATION</b>		<p>Educational attainments to O / GCSE / A level</p>
<b>OTHER REQUIREMENTS</b>	<p>A flexible and adaptable approach to fulfilling the duties of the post.</p>	

