

# COLLECTIVE

22-28 Cockburn Street  
Edinburgh  
EH1 1NY

February 2010

Dear Applicant

## OPERATIONS ASSISTANT

Please find enclosed your information to enable you to apply for the above post. In order to this you will need:

- **Job Description**
- **Person Specification**
- **Application Form**
- **Equal Opportunities Form**

The Application Form along with the Equal Opportunities Form should be returned to the Collective Gallery by **5pm Friday 5 March 2010**. The date for interviews is **Tuesday 16 March** and our preferred start date is **Tuesday 30 March**.

Best wishes

Kate Smith  
General Manager

# COLLECTIVE

## **JOB DESCRIPTION OPERATIONS ASSISTANT**

The **Operations Assistant** post has been developed as a training package providing an introduction in basic administrative, exhibition and project management skills for those interested in pursuing a career in cultural or heritage sector.

### **The Post**

This position would suit someone looking to begin a career cultural & heritage venue operations. However it also provides the opportunity for individuals to explore decisions about their future, for example in deciding whether to pursue further education or to begin to specify the area of their interest. We promise you lots of support and opportunities to develop your skills and confidence - a rewarding and enjoyable experience as you work as part of a knowledgeable and dynamic team! For this post we are looking for someone with a specific desire and determination to work within the sector. We are not looking for specific skills and experience but a positive open minded approach and an enthusiasm to learn.

### **Structure**

The post is structured to provide maximum support and optimise training for individuals. The Operations Assistant will be given regular support meetings and at three months an evaluation and review. Apprentices will be included as a core part of the staff team and their input is encouraged. At the end of the placement support will be given in moving on. That could include job search or advice on further education.

### **Hours**

5 days a week, 9.30 to 5.30, one of which will either be Saturday or Sunday.

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## JOB DESCRIPTION OPERATIONS ASSISTANT

### **Main Objective: OPERATIONS ASSISTANT**

To assist in the operations, general administration and organisation of all aspects relating to the work of the gallery. The main purpose of this role is to provide opportunities for personal and career development through general support of the Collective Gallery's operations in the areas of administration (including basic finance), events & exhibitions organisation, marketing & archiving.

### **Specific Responsibilities: OPERATIONS ASSISTANT**

#### **• General Administrative Support**

Answering enquiries about the gallery or specific projects.  
General word processing.  
Database management – data inputting and updating of databases.  
Basic financial processing.

#### **• Front of House**

Greeting the public, counting attendance, answering telephone and taking messages.  
Customer care. Making bookings and reservations.  
Invigilating in the gallery and monitoring security of artworks.  
Maintaining the cleanliness of public spaces; galleries and reception.

#### **• Exhibition/ Project Support**

Support planning and installation of exhibitions.  
Assisting with general support of projects out with the gallery.  
Assisting with mailings.  
Supporting the evaluation of events or exhibitions.

#### **• Artists Support**

Researching suppliers and meeting artists needs.  
Organising artists travel and accommodation.  
To act as an artist's assistant during installation/projects.

#### **• Events Co-ordination**

Support and development of events and liaising with partners.

#### **• Archives**

Compile and catalogue all material relating to the exhibition and events programme.  
Work methodically to maintain the gallery's archive.

• **Online Listings**

Compilation and issuing of online listings as appropriate each month.  
 Updating online listings monthly.  
 Updating our social networking sites.

• **Common Activities**

Attendance at staff meetings, openings and other occasional evening work as required.  
 Other duties as reasonably required by the Director or supervisor.

**Person Specification: VOLUNTARY PROJECTS ASSISTANT**

	Essential	Desirable
Interest in working in the Cultural and heritage Sector	x	
Interest in the contemporary visual arts	x	
Good communication skills	X	
Basic numeracy	X	
Positive and flexible	X	
Ability to work under own initiative and also within a small team	X	
Some IT skills		X