

Visitor Assistants (Casual)

Contract – casual until December 2025.

Flexible dates – Saturdays, 9.45am to 5.15pm

Impressions Gallery is recruiting a pool of friendly and motivated **Visitor Assistants** to be the public face of the gallery on Saturdays. As the first point of contact for our visitors, you will need to enjoy meeting, greeting, and assisting all kinds of people, helping the public to have an accessible, safe, and enjoyable experience.

Visitor Assistant Duties

- Actively welcoming and engaging with every visitor to Impressions Gallery.
- Responding to enquiries in an approachable and personalised manner.
- Ability to talk about exhibitions and the artwork on the show (training will be given).
- Ensuring public spaces are clean, tidy and presented to a high standard.
- Overseeing the safety of artwork in the gallery space.
- Conducting visitor surveys.
- Assisting in the bookshop and providing a high level of customer service
- Answering the telephone, responding to enquiries and directing messages
- Assisting with the set up and running of events.
- Adhering to Health and Safety guidelines, assisting visitors with access needs, and aiding the public during evacuation procedures.
- Supporting colleagues with occasional general tasks, as required.

Person Specification

Essential

- Punctual.
- Positive personality with proactive communication skills.
- Interest in contemporary visual arts and/or photography.
- Flexibility within your job role.

Desirable

- Experience working in a visitor, public or customer-facing role.
- Experience working at events.

Work Information

- Pay is £12.21 per hour, paid monthly in arrears.
- 7-hour shifts with a 30-minute unpaid break.
- Dress code is smart casual.
- The casual arrangement operates in the following way: the gallery will contact you to notify you of potential opportunities to work. However, there is no obligation on the gallery to offer work to you, and no obligation on you to accept such work as may be offered.
- We are looking for a number of casual Visitor Assistants to work from May to December 2025.
- If shortlisted, you will have the opportunity to discuss your availability at an informal interview.

How to apply

- Please send your CV (including two references) with a short cover email telling us why you want the job to team@impressions-gallery.com
- The closing date for applications is Monday **28 April 2025 at 12 noon.**
- Interviews will be held between 1 to 8 May.
- Applicants must be aged over 18 and eligible to work in the UK.

Impressions Gallery values and promotes diversity and equal opportunities and welcomes applications from all sections of the community.