



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Galleries Events and Marketing Assistant, Leeds University Library**



**Salary: Grade 3 (£17,079 - £18,688 p.a.)**

**Reference: CSLIB1199**

**Hours: 35 per week (Tuesday to Saturday, some early evening work)**

**Fixed-term to 31 July 2022**

**We will consider flexible working arrangements**



## Galleries Events & Marketing Assistant Galleries Team, Special Collections

**Do you have a passion for rare books, archival material and the visual arts? Do you have great communications skills, and are you comfortable with IT and social media? Are you committed to outstanding service delivery?**

Our galleries provide a showcase for our art collections and treasures of our Special Collections. Visitors range from University students and staff to members of the public, including community groups and school students. We offer a variety of events and exhibitions to promote our collections, and use our website and social media streams to engage and attract people.

The role combines front-of-house duties and backroom support. You'll be a point of contact at our reception desks and help supervise our gallery assistants, ensuring security is maintained and reporting maintenance issues. You'll help with events and exhibitions: publicity, marketing and evaluation, as well as general administration and the physical preparations – this may involve lifting and handling, working at height and using specialist tools and equipment (training is provided).

### What does the role entail?

As Events & Marketing Assistant, your main duties will include:

- Assisting with publicity about collections, exhibitions and events: basic research, input into documentation and social media streams;
- Working at the reception desks: answering customer enquiries, selling merchandise, and supervising and allocating work to the gallery assistants;
- Ensuring security is maintained and checking and reporting maintenance issues, working with Estates and external contractors;
- Helping prepare and assisting with events and exhibitions: carrying out *pro forma* risk assessments, greeting customers and providing information and guidance, collecting and reporting statistics and feedback;
- Helping with the physical preparation of events and exhibitions: installation, display, retrieval, room layout;
- Inputting data into the collections management system, linking to our catalogue;
- Helping support and advising the volunteer cohort;
- Working with colleagues to improve and develop our services.



These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As Galleries Events & Marketing Assistant you will have:

- Excellent interpersonal and communications skills, able to provide information face-to-face, over the phone and in written form, adapting the style appropriate to different audiences, situations and media;
- Confidence and skills in the use of IT and digital technology, including MS Office, internet and social media;
- Numeracy skills, confident with arithmetic and basic statistics;
- A keen interest in one or more of the following: rare books, archival material, the visual arts;
- Manual dexterity, able to work with care with rare and fragile materials and with a good eye for detail, able to spot errors and anomalies;
- An understanding of and commitment to excellent customer service;
- The ability to work under pressure with speed and accuracy, giving attention to detail whilst meeting service and performance standards;
- The ability to make a positive contribution to the team and work collaboratively;
- A proactive and flexible approach, able to respond to changing priorities and new initiatives, and solve problems within given boundaries and procedures;
- The ability to work early evenings to help with events and exhibitions when required.

You may also have:

- Cash handling experience;
- Experience of working in a library, gallery or similar environment;
- Experience of writing for the web.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.



## Contact information

To explore the post further or for any queries you may have, please contact:

### Library HR

Tel: +44 (0)113 343 5506

Email: [hr@library.leeds.ac.uk](mailto:hr@library.leeds.ac.uk)

## Further information

Further information about the Library <http://library.leeds.ac.uk/> and about the Galleries <https://library.leeds.ac.uk/art-gallery> and <https://library.leeds.ac.uk/treasures>

## Additional information

### Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) section.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) section or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk)

## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

