



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Gallery Assistant, Leeds University Library



Salary: Grade 2 (£17,901 p.a. pro rata)

Reference: CSLIB1290

Role 1: 20 hours per week (Tuesday – Saturday 13.15 – 17.15) – Ongoing.

Role 2: 20 hours per week (Tuesday – Friday 09:30 – 13:30, and Saturday 09:45 – 13:45) – Fixed term until 26 June 2022 (cover for temporary absence)

Role 3: 33.5 hours per week (Tuesday – Friday 9.30 – 17.15 & Saturday 9.45 – 17.15) – Ongoing

Gallery Assistant

Stanley and Audrey Burton Gallery / Treasures of the Brotherton Gallery, Library

Are you committed to outstanding service delivery? Do you have an eye for detail? Can you make a positive contribution to our team?

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. Our team is the first point of contact in the galleries and provides a professional and friendly welcome.

We are looking for someone with a flexible approach, as you will need to work across both galleries. You will have excellent interpersonal skills, able to provide a positive response to visitor queries. Our team opens and closes the galleries, and vigilance is essential to ensure the security of our collections. You will help with setting up events and temporary exhibitions – this may involve lifting and handling, working at height and using specialist tools and equipment (training is provided).

What does the role entail?

As a Gallery Assistant, your main duties will include:

- Welcoming visitors to the galleries and answering basic enquiries (in person, online and by telephone);
- Opening and closing the galleries and ensuring security of the collections during opening hours, including monitoring security systems;
- Selling items from the Stanley and Audrey Burton Gallery shop NB this involves cash handling;
- Undertaking basic housekeeping and checks including monitoring climate control systems;
- Setting up/tidying furniture and equipment for events;
- Handling artefacts, hanging pictures, helping display changes and temporary exhibitions;
- Clerical support such as recording visitor numbers, inputting visitor comments and compiling mailings.



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 a Gallery Assistant, you will have:

- Excellent interpersonal and communications skills, written and verbal, able to engage positively with customers and deal confidently and professionally with difficult situations;
- Confident IT skills, able to troubleshoot basic problems;
- Numeracy skills, confident with basic data entry and figures, and cash handling;
- An ability to understand and interpret written policies, procedures and instructions, with attention to detail: understanding the need for accuracy and able to spot errors and anomalies, and take appropriate action;
- An ability to make a positive contribution to the team and work collaboratively;
- A proactive and flexible approach, able to respond to changing priorities in a busy service environment, and solve problems within given boundaries and procedures.

You may also have:

- Experience of working in a public service environment eg. library, museum or gallery, retail, financial services;
- Experience of cash handling;
- A knowledge of and interest in art and/or heritage.

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

Email: libhr@leeds.ac.uk

Additional information

For further information about the Library <http://library.leeds.ac.uk/>

For further information about the **Stanley and Audrey Burton Gallery** <https://library.leeds.ac.uk/art-gallery>

For further information about the **Treasures of the Brotherton Gallery** <https://library.leeds.ac.uk/treasures>

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at 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.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

