

Gallery Assistant, Craft Central, Dunblane

Hourly Rate: £9.50 per hour

Contract Type: Part Time, permanent

Hours: 16 hours per week, Saturdays and Sundays plus occasional mid-week cover
9.30am - 5.30pm plus additional hours as needed

Location: Craft Central, High Street, Dunblane, FK15 0EE

Closing date for applications:

Craft Central is a centre for creative learning and contemporary craft. We host a range of jewellery and craft workshops in partnership with [Central Scotland School of Craft](#) and [Central Scotland School of Jewellery](#). Our High Street gallery stocks work by Scottish contemporary makers who have links to the schools.

We are looking for a mature, confident and clearly spoken individual to join our front of house team, to assist in the running of our retail craft gallery and weekend workshop programme. You must be self-led, comfortable working on your own, and confident in proactively engaging with the general public. You will be expected to build ongoing relationships with regular clients and nurture new relationships within the creative community. We are looking for someone friendly, outgoing, articulate, and professional with confidence in communicating with a wide range of people. Applicants should have a meticulous eye for detail and will be responsible for maintaining high visual standards within the gallery and classrooms. Some design or craft experience, and previous keyholder responsibilities would be advantageous.

Job description

Summary:

The Gallery Assistant plays a crucial role at Craft Central, welcoming visitors to the gallery, discussing our workshop programme with them, taking workshop bookings online, and helping customers with purchases of craft from the gallery. They will assist in maintaining gallery and window displays and help to produce on brand print materials using templates provided. The gallery assistant will be the first point of contact for visiting tutors and workshop participants, and will help ensure the safety of visitors and artworks and the smooth running of the building during shop opening hours and weekend workshops. This is a public facing, active selling role.

Main duties:

Reception Duties and Visitor Services

- Opening duties, following a checklist to prepare the gallery and classroom for the day in advance of opening
- Welcome visiting tutors and help them settle into and set up the classroom ready for workshops
- Staff the reception desk and greet visitors on arrival
- Process gallery sales and take workshop bookings using the online booking system
- Prepare the studio for weekend workshops
- Welcome workshop participants, deliver introductory information to the group and introducing health and safety procedures
- Produce display print materials and signage using Canva and other similar software
- Update and maintain window and gallery displays
- Provide visitors with relevant information about current and forthcoming classes, public events, the building and the gallery's purpose.
- Maintain a tidy and ordered reception area
- Maintain a good understanding of current stock, gallery artists and the workshop programme
- Maintain the safety and integrity of artwork at all times
- General cleaning duties
- In the event of any challenging situations, take appropriate action and report them to management immediately, and provide written incident reports if required.
- Help ensure the safety of all visitors to Craft Central, in accordance with each workshop's risk assessment
- Work at all times in accordance with CC's Health & Safety Policy and equal opportunities policy
- Ensuring the building is vacated and secured when closing up
- You will be required to undertake any other duties as may reasonably be required

Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection for interview will be made upon evidence of best-fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post. If you cannot demonstrate in your application that you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

Essential Criteria

Experience of working in a retail or similar public facing environment
Knowledge of contemporary craft
Good IT and design skills
Ability to respond to situations proactively
Excellent communication skills
Attention to detail
Excellent time-keeping skills
Ability to handle challenging situations in an appropriate manner

Desirable Criteria

Previous involvement in artistic or creative activities
An interest in craft and creative education
Knowledge of the local area
Receptionist skills

For more information about the role, please contact hello@scottishcraftschool.com

Summary of Benefits

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme. You'll have access to reduced cost or free places on some workshops.

How to Apply:

Please send a CV detailing your previous education and work experience, and a cover letter explaining briefly why you think you are a good fit for the position.

Send to Becca: hello@scottishcraftschool.com

Thank you for your interest in working with us, we wish you all the best with your application.