

# 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: 15 July

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 link 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 general running of our retail craft gallery and weekend workshop programme. Applicants should be comfortable working on their own, having keyholder responsibilities, and should be 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.

## Job description

### Summary:

Gallery Assistant play a crucial role at Craft Central, welcoming visitors to the gallery, discussing our workshop programme with them, taking workshop bookings, and helping them with purchases of craft from the gallery. They also help ensure the safety of visitors and artworks and the smooth running of the building during shop opening hours and weekend workshops.

### Main duties:

#### Reception Duties and Visitor Services

- Staff the reception desk and greet visitors on arrival

- Process sales and take workshop bookings
- Operate gallery routines, including opening and closing duties
- Prepare the studio for weekend workshops
- Assist tutors with welcoming workshop participants and implementing health and safety procedures
- Maintain a tidy and ordered reception area
- Ensure a safe and welcoming atmosphere in the gallery
- Maintain a good understanding of current stock, gallery artists and the workshop programme
- Maintain the safety and integrity of artwork at all times
- Provide visitors with relevant information about current and forthcoming exhibitions, public events, the building and the gallery's purpose.
- 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
- 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, therefore if you cannot demonstrate in your application, 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

Some knowledge of contemporary craft

Good IT 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](mailto: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](mailto:hello@scottishcraftschool.com)

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