

Parasol unit

foundation for contemporary art 14 Wharf Road

London N1 7RW | T +44 20 7490 7373 | F +44 20 7490 7775

www.parasol-unit.org | info@parasol-unit.org

Gallery Invigilator – Job Specification

About Parasol unit

Parasol unit foundation for contemporary art is a dynamic not-for-profit exhibition space devoted to promoting contemporary art for the benefit of the public. The core activity of Parasol unit is an outstanding exhibition programme that shows innovative and thought-provoking work by international contemporary artists. Each year, Parasol unit delivers four exhibitions in various media, for which some works might be specifically commissioned. Running alongside each exhibition is a carefully tailored program of educational events including practical workshops, artist talks, children's events, gallery tours and poetry readings. Parasol unit also delivers additional projects alongside its main exhibition program.

Overview

Parasol unit is looking for invigilators to assist with its exciting exhibition programme. The successful candidates will provide a welcoming and informative experience for visitors whilst assisting the Gallery Manager with the maintenance and protection of the artwork and venue.

Working hours are flexible and invigilators may be offered work on any day of the week including Saturdays and Sundays as well as evenings. The services provided to the Gallery are on a casual basis for an hourly rate.

Main responsibilities

- Protect artworks during exhibition opening hours
- Provide information to visitors about the current exhibition, forthcoming exhibitions, events and activities, as well as information about Parasol unit about the local area
- Adhere to health and safety regulations to ensure the safety of all staff and visitors (training provided)
- Open and switch on the current exhibition and evaluate artworks, informing Gallery Manager immediately in the event of any changes to conditions
- Help with basic set up of events, private views and, gallery hires
- Carry out basic cleaning and maintenance of the exhibition space and gallery grounds
- Assisting Gallery Manager if and when required

Requirements

- An interest in contemporary visual art
- Good timekeeping
- Relevant experience working with the public
- Proactive and comfortable working alone
- Gallery Invigilators are required to wear all black cloths while invigilating
- The successful candidates should be willing to commit to working at Parasol unit for at least six months

Please note that the Gallery Invigilator role is physically demanding in its nature and involves long periods of standing and walking between the venue's different galleries. Parasol unit is committed to making reasonable adjustments to accessibility for candidates who need them.

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Terms

Hours

Contracts are on a casual basis, and shifts are agreed at the beginning of each exhibition.

Shift hours:

Tuesday – Friday: 9:55am – 2:05pm or 1:55pm – 6:05pm or 9:55am – 6:05pm

Saturday: 9:55am – 6:25pm

Sunday: 11:45am – 5:25pm

Salary

£9 an hour Tuesday – Saturday shifts + holiday pay

£11 an hour Sunday shifts + holiday pay

Start Date

28th September