



CONTEMPORARY
ART
NORTHAMPTON

+44(0)1604 638944
info@nncontemporaryart.org
www.nncontemporaryart.org

Number Nine
Guildhall Road
Northampton
NN1 1DP, UK

About

Northampton Arts Collective Ltd is the organisation behind NN Contemporary Art, a contemporary art space set within the cultural quarter in the centre of Northampton. We work with artists at all stages of their careers to present an international programme of contemporary art and multi-disciplinary events.

At NN we believe that international art and culture should be accessible to all. Over the last few years we have worked with schools, community groups and regional partners to deliver innovative educational events and projects. We continue to expand this strand of work and establish new collaborative relationships and projects that complement the main programme of exhibitions. NN delivers a wide range of engaging education and outreach projects working with families, young people, schools and colleges, community groups, established and emerging artists.

Our Vision

To enrich the lives of the people of Northamptonshire through the arts and to be a focal point and catalyst for creativity.

Our Objectives

To provide or assist in the provision of arts events and facilities for all and to provide or assist in the provision of support of those engaged in artistic practice and to improve the quality of life of all by promoting arts events and facilities.

Our Programme of Activity

Our mission is to ensure that NN is an inspiring and eclectic contemporary arts organisation that contributes to a vibrant cultural, social and economic life in Northamptonshire and the East Midlands. We do this by developing creative projects to inspire curiosity, debate and engagement between artists and audiences, in a high quality and professional creative venue, contributing to positive social change and culture-led regeneration.

Our Values

Creativity: We are always creatively excellent, engaging with artists and audiences to create new and inspiring work and to provoke artistic debate.

Inclusive: We are inquisitive, engaging and inclusive. We commission and collaborate in partnership with a wide range of people to make exciting things happen.

Information on our programme and upcoming workshops and events can be found on our website at www.nncontemporaryart.org

Job Description

Job Title: Gallery Assistant (casual and holiday cover)

Hours of work: Ad hoc as required to cover staff leave. Usual working hours 10:30–18:30 Wednesday–Saturday. Other hours may be required.

Salary on appointment: £7.50 p/h

Duration of post: Permanent, subject to successful completion of a six-month probationary period

Place of work: NN Contemporary Art, 9 Guildhall Road, Northampton, NN1 1DP

Responsible to: Artistic Director, Operations & Volunteers Coordinator

Main purpose of post: To act as the front of house of NN based in the Gallery, caring for artworks and being first point of contact for the public.

Main responsibilities:

- Front of house first point of contact for our visitors
- Invigilate artwork; protect fragile artwork from harm and theft, report any damage to NN staff
- Answer questions from the public and deal with enquiries in an appropriate, professional manner
- Duty manage the building when NN Café is not open
- Undertake any cleaning as necessary and ensure gallery space is fit for public access
- Undertake visitor surveys, collate visitor data and report KPIs to NN staff
- Assist with exhibition installation and deinstallation if required
- Proof reading exhibition information
- Opening and unlocking gallery spaces if required
- Handling petty cash, cashing up and accounting for any income/expenditure
- Assisting with running public events
- Assist with the safety of staff and visitors in the gallery
- Communicate complex ideas clearly and effectively to a wide range of visiting public

This job profile provides a general description and is not intended to be comprehensive. It may be altered from time to time as required for business reasons, to meet the changing needs of NN.

Person Specification

Job Title: Gallery Assistant (casual and holiday cover)

	Essential	Desirable
Experience	Experience of working with the public Experience of working with exhibitions Building management	Working within the charitable sector Experience of working in the creative and cultural sectors
Attainments	Undergraduate degree in Fine Art, History of Art, Design or equivalent	MA in Fine Art, Curating, History of Art, Museum & Galleries studies First aid qualifications Drivers licence
Special Aptitudes	Excellent knowledge of the arts Excellent written and spoken English and ability to produce concise and accurate information	Additional spoken languages Research skills
Disposition	A self-reliant team player – ability to work on own initiative Close attention to detail and professionalism A positive approach with an ability to be flexible Reliability and punctuality Enthusiasm and energy Commitment to Equal Opportunities Accuracy and attention to detail Good sense of humour Strong interpersonal skills, patience, empathy, a positive approach and respect for others	
Thinking Style	A problem solver with an ability to be analytical Productive under pressure with a logical approach to problem solving Ability to work in difficult situations and to handle problems calmly and professionally	
Circumstances	Gallery at NN Contemporary Art in Northampton Ability to work extended hours on occasion	

How to apply: Please apply by submitting your CV and a covering letter stating how you meet the person specifications and why you are applying for this role to laura@nncontemporaryart.org by 5pm on Wednesday 22 February 2017.



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Advert

NN Contemporary Art Northampton is a contemporary art space set within the cultural quarter in the centre of Northampton. We work with artists at all stages of their careers to present an international programme of contemporary art and multi-disciplinary events. We have a pool of Casual Gallery Assistants to invigilate the gallery during staff absence. We are currently seeking to expand our pool of casual staff.

SALARY : £7.50 per hour

DURATION OF POST: Permanent, subject to successful completion of a six-month probationary period

PLACE OF WORK: NN Contemporary Art, 9 Guildhall Road, Northampton, NN1 1DP

RESPONSIBLE TO: Artistic Director, Operations & Volunteers Coordinator

The full job description and person specification is available at www.nncontemporary.org or call 01604 638944

How to apply: Please apply by submitting your CV and a covering letter stating how you meet the job requirement and why you are applying for this role to laura@nncontemporaryart.org by 5pm on Wednesday 22 February 2017

Interviews will take place on Friday 24 February 2017 and 3 March 2017.