

DULWICH  
PICTURE  
GALLERY

# WORK WITH US



Site Assistant  
Job information pack

# Outline

<b>Job Title:</b>	Site Assistant
<b>Working hours:</b>	Full time or Part Time, up to 40 hours per week (with regular evening and weekend work). We will adjust the role according to number of days per week.
<b>Term:</b>	Permanent (with a 3-month probationary period)
<b>Salary:</b>	Band C £26,000–£28,000 per annum
<b>Department:</b>	Operations
<b>Reports to:</b>	Assistant Operations Manager
<b>Works closely with:</b>	Site team, events team, exhibitions team

## ABOUT THE ROLE

This role supports the site team in maintaining the grounds, offices and gallery and ensuring a high standard of presentation on a busy and exciting site. The role includes portering tasks, setting up events, furniture and equipment, ordering site supplies and assisting the team with contractors.

Depending on the number of days per week worked, we are also open to this role taking on specific admin tasks such as booking in contractors, filing job sheets and booking H&S staff training.

# MAIN DUTIES

- Support the Assistant Operations Manager in carrying out minor general maintenance and overseeing contractors in doing compliance checks and maintenance.
- Assist with daily tasks of signing in/out visitors and contractors and supporting security team with open/close of the site.
- Assist with carrying out first line repairs e.g. putting up shelving, assembling and moving office furniture, changing light bulbs, unblocking sinks and toilets, occasional basic painting & decorating.
- Assisting in the grounds by gritting paths, litter picking, emptying bins and clearing leaves, as well as some minor gardening work e.g. planting (seasonal).
- Ensure that the gallery's public spaces are kept tidy and according to presentation standards at all times, including tidying, restocking leaflets etc.
- Participate in daily Site walk arounds with the Assistant Operations Manager and follow up actions.
- Undertake portering tasks including setting up and clearing away furniture and equipment for classes and events
- Receive deliveries and post
- Set up and assist with the maintenance of basic AV equipment across the organisation for events and meetings, and support some of those events. Training can be provided.
- General facilities and IT equipment support (e.g. replacing toner cartridges, resolving printer jams etc.). The Gallery is supported by a third party IT company.
- Working in collaboration with the learning team, provide support to the Art Studio by keeping it tidy, moving furniture, setting up equipment and cleaning the chairs and tables.
- Manual handling of boxes of retail stock and supporting with other deliveries.
- Help keep our storage areas tidy and clear.
- Be aware of any permanent or temporary hazards to visitors' and colleagues' safety and take appropriate action.
- Assist the curatorial and exhibition teams with their plans for putting up displays and re-hanging artworks by providing equipment and support, sometimes out of hours at specific times of the year.
- Comply with the Gallery's H&S, COSHH policy and security procedures.
- Be proactive and have a positive approach to staff and visitors
- Be able to work as the only Site person on a weekend, alongside the front of house team, carrying out basic tasks.
- Take on any other duties as reasonably required

# PERSON SPECIFICATION

You will have....

- Practical and hands-on; as well as having initiative and be motivated
- Able to work in a busy environment where things happen through the day that aren't always planned but we need to resolve
- Friendly and helpful manner when in contact with the public and staff
- High level of attention to detail and presentation skills
- Physically fit and comfortable with some manual handling (training will be provided)

Desirable:

- Experience of working in a building within maintenance or facilities, preferably a public building
- Security training and/or awareness
- Health and Safety awareness and /or training

## ADDITIONAL INFO AND HOW TO APPLY

### Terms and Conditions

**Salary range:** Band C £26,000-£28,000 (pro-rated if part-time)

**Working hours:** 40 hours across the week, including weekend and evening working. Note some shifts are on a fixed rota, requiring a 7.30am-3.30pm shift, or a 12pm-8pm shift.

**Leave entitlement:** 25 days per year plus your birthday, UK bank holidays, and an additional two discretionary Director days holiday per year. If a bank holiday is worked, then this can be taken in lieu.

**Disclosure:** This role requires a basic DBS check.

**Pension:** Auto enrolment contributory pension, Gallery contributes 5% where employee contributes a minimum of 3%

**Application Process:** Applications should be made by submitting a CV and maximum one page covering letter to [recruitment@dulwichpicturegallery.org.uk](mailto:recruitment@dulwichpicturegallery.org.uk).

**Closing date:** Wednesday 31 July, 9am

Your application should provide a clear explanation of why your skills and experience are relevant for this role. You can choose to make your application in a form of your choice, this can be a traditional CV and covering letter, or you could for example send a video.

In addition, please complete the anonymous [Equality, Diversity and Inclusion Monitoring Form](#).

We value the perspectives and experiences that you can bring and even if you feel you meet some of the criteria, but not all, we encourage you to apply.



The 2019 Pavilion 'The Colour Palace'

We are happy to support with any resources and adjustments for anyone who needs it, to make applying for this role easier. In your application please do let us know how we can support you; this will not influence your application.

At Dulwich Picture Gallery, we recognise our responsibility to provide meaningful and relevant experiences for everyone.

We welcome applications from applicants with experience of working, living or studying within our key priority boroughs of Southwark, Lambeth and Lewisham, and are particularly keen to hear from candidates who identify as Black, Asian and minority ethnic, disabled and/or people from lower socio-economic backgrounds, as these groups are currently underrepresented in our organisation and reflect our local community.



Dane Hurst at Dulwich Picture Gallery 2018

## BRAND AND CULTURE

### **Our Vision**

A world where closer connection with art enhances life

### **Our Mission**

Unlock art for all, to spark ideas and imagination

### **Our Shared Idea**

Bringing art to life and life to art

### **Our Values**

#### **Show you care**

We care for our collection, our site, our audiences, communities and each other

#### **Dare to try**

We are ambitious and inventive, and unafraid to try new things; valuing creativity and considered experimentation

#### **Bring others with you**

We are open and communicative, creating and sharing opportunities through positive partnerships