

<b>Gallery Attendant</b>	
Position No:	<b>42005</b>
Position classification:	<b>Level 2 (Schedule B1)</b>
Status:	<b>Casual</b>
Hours per week:	<b>Maximum of 37.5 hours per week</b>
Position revised on:	<b>23 November 2021</b>
Directorate:	<b>Community Development</b>
Business unit:	<b>Arts and Culture</b>
Service area:	<b>Fremantle Arts Centre</b>
Location:	<b>1 Finnerty Street, Fremantle</b>
Reports to:	<b>Exhibitions Manager</b>
Reporting line:	<b>N/A</b>

### 1 Primary objective(s) of the position

Provide multiskilled services for supervision of exhibitions and spaces at the Fremantle Arts Centre (FAC). This is a casual role requiring people who are multidisciplinary, dynamic and flexible, enthusiastic, engaged, self-motivated and team players.

Successful candidates will have the opportunity to become an essential part of the FAC experience being a welcoming presence, creating memories, and engaging with all our visitors.

Hours and requirements vary depending on role availability and exhibition supervision requirements.

### 2 Duties

#### GALLERY ATTENDANT

- Engage and inspire visitors with the creative spirit of the FAC providing high level customer service, insights, and visitor-appropriate art interpretation and engagement.
- Start-up and shutdown of exhibitions as required including restocking interpretive materials, activity materials and equipment, setting up signage & bollards and ensuring spaces are clean and presentable.
- Monitor all galleries and exhibitions while open to the general public ensuring works are appropriately engaged with and not damaged and activities are clean and are stocked at all times.
- Ensure an active contribution to a safe and secure workplace by monitoring art displays, visitor behaviour and well-being, and identifying and reporting incidents, risks and hazards and solutions.
- Assist visitors to engage with interactive elements of exhibitions which may include digital works, hands on activities and interpretive materials.

- Actively promote current and upcoming exhibitions, programs, workshops and events and direct visitors to the FAC website and social media.
- Provide proactive, sensitive, personable, and informed customer service to visitors at locations throughout the FAC precinct.
- Participate in briefings, debriefings, and training sessions to support continual improvement of the FAC visitor experience.
- Other exhibition supervision and upkeep related duties as requested by the Exhibitions Manager and Exhibitions and Engagement Officer.

### 3.1 Selection Criteria - Essential

#### GALLERY ATTENDANT

- Experience in the similar or relevant visitor experience-oriented role.
- Highly developed emotional intelligence – with particular sensitivity to the needs of diverse audiences.
- Exceptional communication skills with particular ability to learn, recall and convey artistic and educational concepts and content, providing clear and accessible information and explanations.
- Ability to deliver static and mobile interpretation, including guided tours and other programs, lifting objects weighing up to two kilograms, standing, walking and talking for extended periods in a variety of indoor spaces.
- Ability to work effectively independently, within a team environment and to take direction as required.
- Possess the right to live and work in Australia.
- Current police clearance

### 3.2 Selection Criteria - Desirable

- Relevant tertiary qualification or equivalent experience
- An interest in the arts and cultural sector
- Experience with installation and operation of audio-visual equipment and power tools.
- Current WA Drivers Licence

### 4 Risk Management and Occupational Health and Safety

- Ensure you work safely, complying with all the City’s work health and safety policies and procedures.

### 5 Other Specific details

Extent of authority	This position operates under broad direction but within limits of City policy and relevant legislative constraints.		
Position has purchasing authority in line with procedure	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>

### 6 Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Manager's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's name: \_\_\_\_\_

As position holder I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Position holder's name: \_\_\_\_\_

Position holder's signature: \_\_\_\_\_ Date \_\_\_\_\_