



# Royal Society of **SCULPTORS**

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| Job Title:    | <b>Gallery assistant (two freelancer positions)</b>  |
| Organisation: | <b>Royal Society of Sculptors</b>  |
| Location:     | This role is based at Dora House, 108 Old Brompton Road, London SW7 3RA  |
| Hours:        | <b>Freelancer Position 1:</b> Monday, Tuesday & Saturday (three days per week), 11am-5pm<br><b>Freelancer Position 2:</b> Wednesday, Thursday, Friday, Saturday (four days per week), 11am-5pm   |
| Dates:        | For no more than six months across these dates:<br>Monday 14 September – Saturday 28 November (inclusive) 2026<br>Saturday 6 February – Saturday 24 April (inclusive) 2027<br>With possible extension to cover the summer show starting in July 2027 |
| Pay:          | £14.80 an hour (the London Living Wage)  |
| Reports to:   | Director   |

## **Royal Society of Sculptors**

The Royal Society of Sculptors is an artist-led membership organization and has over 700 national and international professional sculptor members. We support and connect sculptors throughout their careers and lead the conversation about sculpture today through exhibitions and events. The Society was created more than 100 years ago to champion contemporary sculpture and the artists who create it. Today we welcome everyone interested in exploring this art form and its many possibilities.

From the President to the Board and team, the Society is a generous organisation. We strive to give more to our members, partners, visitors and funders while our community of members share their experience, skills, knowledge and opportunities with each other. Together we are open-minded

and excited to explore new ideas and new collaborations, and everyone is encouraged to give their input.

As a small organization, we are able to respond quickly to opportunities that come our way and we support each other by mucking in to get the job done.

We are based in London's South Kensington, a few minutes' walk from its great museums, in a beautiful, listed building called Dora House.

For further information on our work visit [www.sculptors.org.uk](http://www.sculptors.org.uk)

### **Gallery assistant role description:**

As a Gallery Assistant, you are the first point of contact for visitors to Dora House and provide a crucial role in welcoming them to the building. You will also help ensure the safety of visitors and art on display. The galleries at Dora House are open from 11am-5pm Monday-Saturday.

### **Visitor service:**

- To staff the front desk and proactively provide a friendly and inclusive welcome to visitors as they enter Dora House
- To support visitors in exploring our exhibitions so that they make the most of their visit
- To lead a weekly exhibition tour each Saturday, sharing information about the art, artists and Society
- To host our artists coffee mornings at selected times in the exhibition program by preparing coffee/tea and welcoming our members and visitors
- To be proactive in ensuring visitors with access concerns feel welcome by making their visit as easy as possible for example, deploying the ramps in advance of their visit, sign posting the availability of wheelchair accessible loos and spaces that can be offered for those requiring a quiet space
- To maintain a clean and tidy front desk and gallery spaces
- To encourage visitors to keep in touch with the Society by joining our mailing list and to spread the word by following the Society on social media
- To keep a record of visitor figures
- Maintain a good understanding of the current exhibition and program
- To promote and manage the sale of shop stock and exhibits and encourage donations
- To handle cash and credit/debit card sales, cashing up and maintain the security of cash

### **Security and safety:**

- To follow opening and closing procedures for exhibitions
- To invigilate the gallery spaces, providing object and site security

- To assist in preparing the galleries for events such as talks and private views
- To report hazards or concerns to the Director

**Project Assistance (as required from time to time) – assisting the team with projects as they arise such as:**

- Research opportunities for members to be included in the Members' newsletter
- Responding to archive and other enquiries the Society receives
- Uploading content onto various platforms such as Vimeo or YouTube
- Research suitable platforms to promote Society-led opportunities such as the open call for the Gilbert Bayes Award and First Plinth: Public Art Award in collaboration with the team and to manage such listings
- Support the team with exhibition and events planning and preparation

**General:**

- To attend relevant training opportunities
- To assist with marketing and administration tasks where needed
- To carry out any other duties that may be reasonably required

**Person specification**

The Royal Society of Sculptors is fully committed to the elimination of unlawful and unfair discrimination and values the differences that a diverse workforce, Board and volunteers bring to the organisation. The Society actively encourages diversity to maximise achievement, creativity and good practice and to bring benefits to individuals, members and communities.

The criteria below will be used in the short-listing process. Please use the space in the application form to provide evidence and examples of how you meet each of the criteria.

**Essential:**

- Experience of working in a customer facing role
- Enthusiasm for meeting people from all walks of life
- Excellent customer service skills
- Strong interpersonal skills
- Experience of handling cash/credit cards accurately
- A flexible approach, willingness to accept responsibility and an ability to work on your own

**Desirable:**

- An interest in contemporary art, especially sculpture as evidenced by previous volunteer, work or academic experience
- Experience of working with and supporting volunteers

**Behaviours:**

- Reliability – these roles are essential in providing public access to our exhibitions
- Ability to work closely and effectively with a small team (there are currently three full timers in post)
- Ability to work comfortably and communicate with a wide range of people (artists, curators, members, funding bodies, Trustees, volunteers, the public etc.)
- A positive mindset
- Knowledge of and commitment to providing equal access for all

*Note: This job description is designed to outline the main duties and responsibilities associated with the role, but it is not intended to be an exhaustive list of all duties performed.*

**Please note:** this role requires the regular movement of furniture, equipment and supplies and frequent use of stairs on a daily basis.

If you would like to chat to someone about the freelancer positions, please email Caroline Worthington: [director@sculptors.org.uk](mailto:director@sculptors.org.uk)

**To apply please complete and submit the application form:**

<https://form.jotform.com/230092915885362>

Freelancers who meet the criteria will be selected for a panel interview, which will include two interviewers. Details of the panelists will be shared with shortlisted freelancer candidates in advance of the interview.

**The deadline for applications is Sunday 12 July at 5pm.**

**Interviews will take place at Dora House on Tuesday 21 July**

***We reserve the right to close this job ad early once a sufficient number of high-quality applications are received.***