



Job Description:	Seasonal Gallery Assistant (Exhibitions)
Responsible To:	Visitor Engagement Manager
Working Hours:	Zero hours seasonal fixed term contract May-October
Working Pattern:	Variable but typically 10:30-17:15 Wednesday to Sunday and Bank Holidays on a rota basis. Commitment of five days a week desirable, but fewer days would be considered. Flexibility of working weekends essential.
Salary:	National Living Wage (double time paid for Bank Holidays only), plus a National Trust Staff Card entitling free entry for two people at all NT properties and a discount in their shops, including Waddesdon Manor retail and catering outlets.

Role Description

Gallery Assistants will be working within our new exhibition; the forthcoming *Brought to Life: Eliot Hodgkin Rediscovered* based in the Coach House gallery space at the Stables, to ensure the security of the works on display and to provide the highest standard of care to visitors.

The main duties are to staff admission points into exhibitions checking and selling tickets; open and close the exhibition space daily and to maintain the presentation standards; to ensure the security of the exhibition by supervising visitors within the space and ensuring the works are not touched; and answer visitor questions or directing them to appropriate interpretation information.

The Gallery Assistants will be the main point of contact with whom the visitors will interact when inside the exhibition spaces and therefore this role is vital in creating a friendly, welcoming and relaxed atmosphere, enabling visitors to enjoy the experience.

Key Responsibilities

- Daily opening and closing of the gallery
- To provide security cover and excellent customer service within the exhibition
- Check and sell exhibition admission tickets
- Maintain the safety of the works on display and the visitors within the space
- Ensuring visitors receive the highest standard of care whilst on site
- Efficiently and courteously directing enquiries regarding purchases of works on display
- Conducting visitor evaluations capturing visitor feedback within the exhibition
- Acting as a good ambassador for The National Trust and Waddesdon Manor by approaching visitors in a friendly and courteous manner
- Work conscientiously and sensitively with other house staff and our large group of volunteers

Exhibitions

Brought to Life: Eliot Hodgkin Rediscovered

Brought to Life: Eliot Hodgkin Rediscovered (25 May – 20 October 2019) is the first major exhibition of the artist's work in nearly thirty years, and aims to return this remarkable British painter to the spotlight where he belongs.

By his death in 1987, Hodgkin (born 1905) was not only a renowned painter of still life subjects and landscapes, but also a collector and the author of a well-received novel. Waddesdon's retrospective brings together the largest ever exhibition of Hodgkin's paintings and drawings – nearly 100 – many of which have never been seen in public before. It also assembles a small group of works by other artists that inspired him, and a number of the objects kept by his family which appear in the paintings.

A particular highlight of the exhibition will undoubtedly be a series of twelve intensely arranged fruit and flower compositions dating from 1950/1 – *The Months* – each representing a month of the year from January to December. These were the centrepiece of Harry Hyam's collection at Ramsbury Manor and have not been publicly displayed for decades.

The exhibition also includes a selection of objects used by Hodgkin as props or subjects for his paintings. These include the oil can used for *British Railway Oil Cans* (1966, Private Collection), ceramics, baskets, feathers, seed cases and snail shells. There are also objects used by the artist himself, including his apron, paintbrushes and a register listing his tempera paintings and who commissioned them.

www.waddesdon.org.uk/eliot-hodgkin/

Characteristics & Experience

- Friendly, confident and professional with the ability to communicate effectively with diverse visitor audiences
- Proven customer service skills and experience providing the highest possible levels of visitor care
- Good level of numerical and computer literacy with some experience using tills/cash handling procedures
- An accurate and detailed approach to work with the ability to work flexibly and efficiently in a busy working environment
- Excellent team player with the ability to work proactively and conscientiously within a small team
- An interest in art, heritage and museums with some experience working in a gallery, museum or visitor attraction setting