

KING'S LYNN festival

JOB DESCRIPTION

GALLERY INVIGILATOR FOR KING'S LYNN FESTIVAL

King's Lynn Festival – Introduction

The Festival was founded by Ruth Lady Fermoy to celebrate the opening in 1951 of the newly restored 15th Century Guildhall of St. George. It soon gained a reputation for bringing distinguished performers, orchestras and ensembles to the town. In the early years it welcomed Yehudi Menuhin, Dame Edith Evans, Peter Ustinov, Joyce Grenfell, John Betjeman, Peter Pears, Benjamin Britten and Sir John Barbirolli with the Hallé Orchestra. More recently the Festival has featured art historian Andrew Graham-Dixon, Courtney Pine, Andrew Motion, Lesley Garrett, legendary pianist Alfred Brendel, flautist Sir James Galway and celebrated soprano Dame Kiri Te Kanawa. Since 1951 the Festival has also held an annual exhibition and showing works by such artists such as Henry Moore, Elizabeth Frink, Cecil Beaton and Turner!

King's Lynn Festival is a registered charity and a company limited by guarantee, operated by a Board of Directors. It is managed by a small part time staff comprising the - Administrator, Assistant Administrator, Marketing Officer, Intern and a freelance Artistic Director.

For many years the Festival worked in partnership with the King's Lynn Arts Centre (Trust) who managed the Guildhall Gallery complex – including the Old Warehouse, Fermoy Gallery, Shakespeare and Red Barns. The company closed in March 2016, and Alive Leisure now manage the hire of the space on behalf of the Borough Council of West Norfolk.

In 2015 The Festival began a new partnership with the Sainsbury Centre for the Visual Arts (SCVA) with the aim of sharing their collections with a wider community. In 2016 they are curating a collection by Alfred Cohen, whose works have been recently donated to the SCVA. In addition in the Foyer of the Gallery a small collection of 'Shakespeare' sculptures by artist Susan Bacon will be on display.

Role

To invigilate the Fermoy gallery space during opening hours providing customer service to all visitors and security of the works on display.

Working hours will vary and the Gallery Invigilator will be required to work on most days of the week including Saturdays and some evenings – Sundays are excluded. The services provided to the Gallery are on a casual basis for the festival period paid at an hourly rate.

Accountability

The Gallery Invigilator reports to the Administrator, Ema Holman

Job Description

Invigilation

- Day-to-day invigilation of the Gallery during public opening hours and during occasional evening functions - ensuring that the security of the art works are not compromised.
- Providing excellent and pro-active customer service.
- Providing visitors with information about the current exhibitions - gaining knowledge by reading the related information, to be able to answer general queries from the public. To provide the public with information about sales and all aspects of the Festival including forthcoming events and activities and where possible information about the local area.
- Adhering to health and safety regulations both in the Gallery and being aware of disability and access requirements, being familiar with the evacuation procedures and being able to implement them in case of an emergency, assisting visitors and colleagues.
- Informing the Administrator immediately in the event of damage to the building or to any artwork, in the instance of any health and safety or security issues arising, and of any other emergencies that may occur. CCTV is in operation at the venue.
- To supervise and assist volunteer stewards as required, including cover for comfort breaks and organising cover for any volunteer cancellations.
- Undertaking training and attending meetings as appropriate and providing feedback and comments to maintain the high standard of and assist with the continuous improvement of services.
- Helping with the set-up of exhibitions, Festival events and private view.
- Setting alarms and locking the Gallery and being familiar with the overall security procedures of the venue – a key holder and alarm responsibility.
- Ensuring visitor numbers are monitored daily.
- Dealing with collections and deliveries if required.
- Ensuring the gallery, offices and rest areas are kept clean and tidy, assisting with any minor maintenance as required, or reporting repairs as required.

Other

- Carrying out any other duties as deemed appropriate by the Administrator

Please note:

- The Gallery Invigilator role can sometimes be physically demanding in its nature. As well as standing for long periods of time you may be asked to help lift and carry equipment during event set ups. Please make your line manager aware of any challenges which the physical nature of this job may present to you. We are committed to making reasonable adjustments for access and equality.
- Gallery Invigilators are required to wear smart clothing while invigilating.

Person Specification

Essential

- Experience of working with the public
- Excellent communication and customer service skills
- Interest in, and knowledge of the visual arts
- Awareness of access issues and disability awareness
- Experience of reception, retail or other customer service roles
- Awareness of Health & Safety issues
- Diligent and security conscious
- Excellent time keeping
- Friendly, reliable, smart and trustworthy with high levels of professionalism
- Flexible in approach to work and hours

Desirable

- Knowledge of the local area
- Previous gallery or museum work
- Educated to A level standard or equivalent
- First Aid qualification (training provided if necessary)

Conditions of Work

- Contract is on a temporary basis, for the period of the 2016 Festival Exhibition only (see draft schedule below).
- The Gallery Invigilator will work on a casual basis, and day shifts include half hour (unpaid) for lunch.
- Rate of pay: £7.20 per hour, statutory holiday pay will be accrued and paid with your salary. All breaks are unpaid.
- Wages are payable monthly in arrears, upon receipt of a completed timesheet. Such payments are credited to the employee's nominated bank or building society account no later than the last working day of the month,
- Place of work – Fermoy Gallery, 29 King Street, King's Lynn Norfolk

The King's Lynn Festival strives to be an equal opportunities employer and welcomes applications from all sections of the community.

Provisional Working timetable

Date	Activity	Hours
Wed 13 July	Venue awareness H&S overview, minor exhibition set up	tbc
Thurs 14 July	Susan Bacon exhibition set-up	tbc
Friday 15 July	Alfred Cohen exhibition set-up	tbc 9am – 5pm
Sat 16 July	Assisting with open air festival events	9am – 1.30pm
	Set-up and supervise Private View	2.15pm – 4.30pm (Event 3 – 4pm)
Mon 18 – Sat 23 rd July	Invigilation	9.45 – 4.15pm (Gallery open to the public 10 – 4pm)
Mon 25 – Sat 30 July	Invigilation	9.45 – 4.15pm (Gallery open to the public 10 – 4pm)
Tuesday 26 July	Private Patrons Drinks reception	6.15pm set-up until 8pm (Event 6.45 – 7.30pm)
Mon 1 August	Exhibition Get-out's & venue clearance	TBC 9am – 5pm

Please note there is no application form.

To apply send a covering letter stating relevant experience and how you meet the job description and person specification alongside a C.V. and the names of two referees to:

The Administrator, King's Lynn Festival, Suite 2, Third Floor, Bishop's Lynn House, 18 Tuesday Market Place, King's Lynn Norfolk PE321AW Or email ema@kingslynnfestival.org.uk

[DEADLINE FOR APPLICATIONS 12 NOON ON 8TH JUNE 2016](#)