

STANLEY PICKER GALLERY AND DORICH HOUSE MUSEUM

MUSEUM AND GALLERY ASSISTANT ROLE DESCRIPTION:

1. Offering a warm welcome to visitors, checking them in, providing information about the venue (e.g. toilets, shop, catering), providing information about the house and collection or current gallery show, logging visitor numbers, showing visitors out of the building.
2. Preparing Stanley Picker Gallery and Dorich House Museum for public opening, including setting up/switching on equipment and displays and checking they are working throughout the day.
3. Assisting with the installation and invigilation of exhibitions and temporary displays.
4. Supporting the research and interpretation of collections and displays (e.g. acting as an exhibition or room guide, supporting cataloguing and archival research).
5. Assisting with the care of our collections and displays, including cleaning museum objects and checking the condition of artworks.
6. Supporting our marketing (print and online), including designing marketing materials and helping with their distribution and display on campus and elsewhere.
7. Helping to develop and deliver of our participation programme (e.g. activities with community groups and schools).
8. Supporting the Gallery and Museum to administer an annual visitor survey.
9. Managing and recording sales transactions (cash and PDQ) including selling items from the Gallery and Museum shop
10. Preparing hot beverages and serving food to visitors (Dorich House Museum café).
11. Supporting the set-up and smooth running of our onsite and online events, including commercial hires, university events and our public programme.
12. Assisting our Fellows and Studio Residents with their work.

WHAT WE CAN OFFER YOU:

Free training opportunities through Kingston University, including manual handling, first aid, personal safety, fire awareness, and more. We will provide training for any task we ask you to take on.

Free training opportunities through London Museum Development. These courses are offered only to museum staff and volunteers, and cover topics such as marketing, volunteer management, collection care, museum programming, working with children and families, and more.

Free printing at the Gallery and Museum.