

## **The Suttie Arts Space Invigilators**

### **Introduction to Grampian Hospitals Art Trust:**

Grampian Hospitals Art Trust (GHAT) was set up 30 years ago with 100 artworks to incorporate artwork into the hospital environment. The trust now holds 4500 works in its collection, the largest in a healthcare setting in the country. GHAT also runs 3 exhibition spaces and 4 Artroom projects, making it a significant employer and supporter of artists from the North East and further afield.

GHAT has various opportunities for volunteers, which are crucial to the smooth running of the charity. We offer all volunteers training, expenses and opportunities to apply for upcoming vacancies and to participate in GHAT projects and events.

### **Introduction to The Suttie Arts Space:**

GHAT has recently built an arts venue situated within Aberdeen Royal Infirmary which was opened in Dec 2014. The Suttie Arts Space leads off a corridor walkway, with a daily footfall of over 4000 people, which connects two major hospital buildings within Aberdeen Royal Infirmary. The function is an arts space in which all patients, staff and visitors will feel welcome, introduce existing and new audiences to contemporary art and increase the range of arts and artists that GHAT can support to create new work for exhibition.

### **Role**

- To invigilate The Suttie Arts Space during exhibition time, providing excellent service to all visitors.
- Standard working hours will be from 10am to 2pm, Monday to Friday. Invigilators may be asked if they would be able to work weekends.

### **Accountability**

This is a volunteer post and Invigilators report to the Volunteer Coordinator.

### **Job Description**

Training will be given in all the following areas

- Invigilating in The Suttie Arts Space and ensuring that the security of the art works are not compromised.
- Welcome and engage visitors

- Providing visitors with information about the current exhibition and all aspects of The Suttie Arts Space and Grampian Hospitals Art Trust, including projects, forthcoming exhibitions, events and activities, funding, and information about the local area.
- Adhering to NHS Grampian health and safety regulations, being aware of disability and access requirements, and assisting the public in evacuation situations in accordance with a thorough knowledge of evacuation procedures (training provided).
- Informing the Programme Curators or Director 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.
- Providing feedback and comments to maintain the high standard and assist with the continuous improvement of services.
- Dealing with collections and deliveries.
- Assisting in general cleaning as required.

Please note:

The Gallery Invigilator's role can 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 the Volunteer Coordinator 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.

### **Person Specification**

Desirable (training will be given on request)

- Experience of working with the public
- Excellent communication and customer service skills
- Interest in contemporary visual arts
- Awareness of access issues and disability awareness
- Awareness of Health & Safety issues
- High levels of presentation and professionalism
- Knowledge of the local area

Conditions of Work

- Contracts will be renewed at the beginning of each exhibition.
- There will be an evaluation of the volunteer's role after an 8 week period.
- An average exhibition run in The Suttie Arts Space is 8 weeks.
- Further training opportunities will be made available to all volunteers on request.