

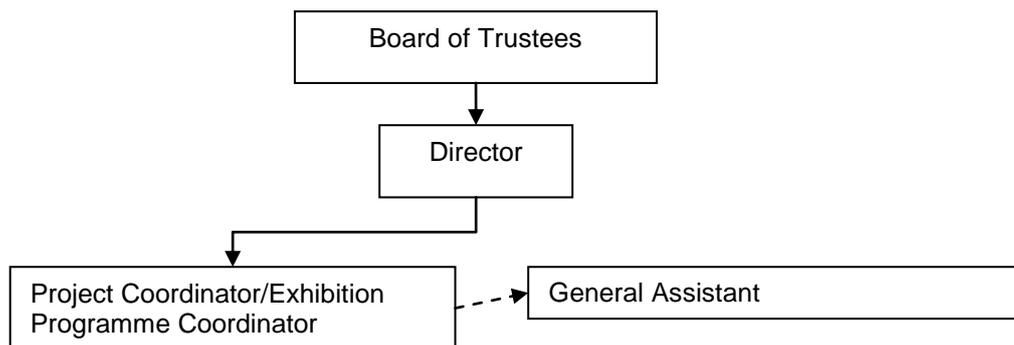
JOB DESCRIPTION General Assistant

1. **Location** Art Office ARI

2. JOB PURPOSE

To assist with the day to day activities of GHAT, the general care and display of the GHAT collection of artwork consisting of approximately 4300 works and support the exhibition programme.

3. ORGANISATIONAL POSITION



Main duties and responsibilities

4. Collection tasks

4.1. Assist with the:

- Security and safe storage of the GHAT collection of artworks
- Maintenance and conservation of the GHAT collection of artworks
- Collection returns and requests

5. Exhibitions

- 5.1. Assist with the installation of the exhibitions within the gallery spaces
- 5.2. Support the Exhibition Coordinator with the day to day physical requirements of the NHSG exhibition spaces where appropriate.
- 5.3. Record feedback sheets and comments from the spaces
- 5.4. Assist with the delivery of events and interactions which encourage the public to engage with the GHAT programme.

6. Projects

- 6.1. Assist the project manager within the projects GHAT delivers
- 6.2. Record feedback sheets

7. Administration

- 7.1. Assist with maintaining an up to date database of the collection artworks
- 7.2. Assist with marketing the GHAT programme to the internal audience
- 7.3. Assist with the friends database and communication
- 7.4. Assist Artroom Coordinator with administration tasks (materials orders, logging consent forms etc)
- 7.5. Organise mail outs and mailings lists
- 7.6. Maintain the two office spaces making sure areas are organised and tidy

8. General

- 8.1. Participate in the overall activity of GHAT by participation in operational, team and other meetings.
- 8.2. Support the management team to deliver the GHAT activity programme. Exhibitions, NHSG projects and collection.
- 8.3. Support the management team with office administration.

9. Systems and equipment

- 9.1. Support the project manager with requests for artwork in NHSG facilities in the region
- 9.2. Assisting with the update of the database of the GHAT collection
- 9.3. Assisting with mailings lists using Microsoft excel

10. Physical demands of the job

- 10.1. Required to handle artworks on a regular basis - to inspect condition and carry out minor conservation and to move artworks from one location to another (either by hand or in cages). Works up to 2m x 2m and up to 15kgs
- 10.2. Travel to other hospital buildings throughout NHS Grampian, either by car or public transport.
- 10.3. Regular requirement to work out of office hours, for exhibitions, installing artworks, other arts projects.
- 10.4. Requirement to work in isolation for some of the time.

11. Hours

Hours per week as outlined in your contract. A flexi-time system is in place to accommodate work out with these core hours

Skills and training

Relevant academic training or qualifications at least to HND/C level
Excellent ICT skills including familiarity with Apple and ability to use Microsoft packages especially Microsoft Excel and Microsoft Word.
A knowledge of Adobe Photoshop is desirable.
Ability to create, update and manage website content and communication platforms (Twitter, Facebook, video and Youtube)

Personal attributes

Excellent multi-tasking and organisational skills with the ability to work under own initiative, work to deadlines, and deliver to agreed targets.
Excellent verbal and written communication skills
Excellent interpersonal skills, with the ability to engage with people of all ages and backgrounds
A positive and solutions focussed approach in the workplace
Ability to work productively under pressure, and maintain attention to detail
Effective team player

Experience

Previous administrative role and responsibility

Previous office working environment experience

Previous experience of working with art or in a practical role

Signed by Manager:		Date:	
Accepted by Employee:		Date:	