



Job Details			
<b>Job Title</b>	Gallery Assistant (Intern)	<b>Reports to job title</b>	Senior Manager Projects
<b>Team</b>	Projects	<b>Location</b>	The Suttie Arts Space, Aberdeen Royal Infirmary
<b>Version number</b>	TG.v1	<b>Version date</b>	27/9/23

**Contextual Information**

Grampian Hospitals Art Trust (GHAT) is a charity (SCO16910) whose purpose is to enhance the experience and wellbeing of all who spend time in NHS Grampian and associated Health and Social Care Partnership premises, whether patients, staff or visitors. GHAT seeks to achieve this by promoting enjoyment of, and when possible participation in, high quality artistic activity and the provision of a sympathetic and pleasing visual environment. Our values - Creative, Innovative, Ethical, Inclusive and Sustainable - frame the culture within which each GHAT team member contributes to the delivery of this purpose.

**Job Purpose**

To support Senior Manager with the day to day running of The Suttie Arts Space and The Small Gallery

- Key Accountabilities**
- Welcome visitors, answer questions and field sales enquiries
  - Monitor and evaluation of feedback and visitor numbers
  - Assist maintenance of exhibitions and gallery spaces
  - Assist with promotional events and exhibition installations
  - Provide administration support to the Senior Manager

**Management responsibilities**

<b>Number of direct reports</b>	None
<b>Budget management</b>	None
<b>Stakeholders / relationships / contacts</b>	Commissioned artists Workshop participants NHSG staff GHAT colleagues

- Person Specification**
- Knowledge and experience**
- Training or professional qualifications to degree level in a relevant creative subject.
  - Demonstrable experience of working with people.
  - Understanding of contemporary art in Scotland and the UK
- Functional / technical / other capabilities**
- Ability to communicate effectively with colleagues.
  - Ability to work as part of a team and work on own initiative.
  - Professionalism at all times
  - exercise excellent time management
  - Is physically able to move artworks
  - Has basic experience in using power tools
  - Is able to work unsupervised

- Familiarity with Microsoft Word and Excel.

<b>Signed by Senior Manager:</b>		<b>Date:</b>	
<b>Accepted by Employee:</b>		<b>Date:</b>	