GRAMPIAN HOSPITALS ART TRUST

Gallery Assistant – The Suttie Arts Space and The Small Gallery

Grampian Hospital Arts Trust is looking for someone who wants to develop their arts practice with a role in working with the arts sector in an acute hospital setting.

Grampian Hospitals Art Trust:
Grampian Hospitals Art Trust (GHAT) was set up 40 years ago with 100 artworks to incorporate artwork into the hospital environment. GHAT now runs 2 exhibition spaces in Aberdeen Royal Infirmary, The Suttie Arts Space and The Small Gallery. GHAT also holds 4000 works in its collection, the largest in a healthcare setting in the country, and runs 7 Artroom projects, making it a significant employer and supporter of artists from the North East and further afield.

The Suttie Arts Space and The Small Gallery:
GHAT run two arts venues situated within Aberdeen Royal Infirmary (ARI), The Suttie Arts Space and The Small Gallery. The Suttie Arts Space is a purpose built arts space which leads off a corridor, with a daily footfall of over 4000 people, that connects two major hospital buildings within ARI. The Small Gallery is situated in one of the busiest in ARI corridor space with a daily footfall of over 6000. The function of both arts space is to make 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 in an acute healthcare environment.

Role:
The Gallery Assistant will work with the Senior Manager to prioritise the following tasks:

- 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 and Project Assistant.

Before applying please ensure you have read the detailed breakdown of the role on pages 4-5.

Because working in healthcare setting work is sensitive in nature, full training will be provided in all areas.

Accountability:
The Gallery Assistant will report to the Senior Manager of Projects and Exhibitions.

Please note:
The Gallery Assistant role can be physically demanding in its nature. As well as standing or sitting for long periods of time you may be asked to help lift and carry equipment. The assistant may work alone and in isolation for some of the time. Please make the Senior Manager is 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.

Experience:
GHAT is looking for someone who has

- 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

Desired skills:
- 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.

Post:

- This is a part time post for a fixed term of 7 months. Start date Mon 1st September 2025 End Date Sun 29th March 2026
- 15 hours a week across 3 days (Mon – Fri), extra hours will be available to assist with exhibition installations and events.
- Further training opportunities across all GHAT projects will be made available to all on request.
- The successful candidate will be required to join the PVG Scheme or undergo a PVG Scheme Update check prior to any formal offer of employment being made.

Pay:

GHAT is a Living Wage Employer. Rate per hour - £12.60.

How to apply:

Email, with **'Gallery Assistant Application'** in the subject line, a current CV and a cover letter outlining your relevant experience and suitability for the post, expanding on;

Why you are interested in the post?
What you hope to learn from the post?

Send your application to;
Tamsin Greenlaw
Senior Manager – Projects and Exhibitions
tamsin.greenlaw@nhs.scot

Deadline: Sun 20th July 2025 Midnight

Contact for this opportunity is
Tamsin Greenlaw tamsin.greenlaw@nhs.scot

The Suttie Arts Space and The Small Gallery - Gallery Assistant

Task List

Role

The Gallery Assistant will work with the Senior Manager to prioritise the following tasks:

- 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

Accountability

The Gallery Assistant will report to the Senior Manager – Projects and Exhibitions.

Tasks

Because working in healthcare setting work is sensitive in nature, full training will be provided in all areas.

Welcome visitors, answer questions and field sales enquiries

- 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.
- Handle sales enquiries for all GHAT products including publications and artworks

Monitor and evaluation of feedback and visitor numbers

- Collect feedback and comments to maintain the high standard and assist with the continuous improvement of services.

Assist maintenance of exhibitions and gallery spaces

- Adhering to NHS Grampian health and safety regulations, being aware of disability and access requirements.
- Assisting the public in evacuation situations in accordance with a thorough knowledge of evacuation procedures (training provided).
- Ensuring that the security of the art works are not compromised.
- Informing the Senior Managers 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.
- Assisting in general cleaning.
- Ensuring all monitors in the gallery are working and on.

Assist with promotional events and exhibition installations

- Assist with installations of exhibitions in both The Suttie Arts Space and The Small Gallery
- Assist with a setting up and hosting, promotional events, workshops, talks and artists performances, both on and off site.

Provide administration support to the Senior Manager and Project Assistant

- Dealing with collections and deliveries.
- Type up feedback, comments and evaluation data
- Assist with sales in The Suttie Arts Space