

# GROUNDWORK

GROUNDWORK | A SEASON OF INTERNATIONAL ART IN CORNWALL

## Site supervisor and exhibition invigilator

Location: Richmond Chapel, Tolver Place, Penzance

Start date and duration: Thursday 24 May – Monday 27<sup>th</sup> August

Type: three days per week: 9.30am - 5.30pm

Pay: £8.05 per hour

Applications close: **Midnight – Sunday 13<sup>th</sup> May**

Shortlisted candidates will be notified on **Monday 14<sup>th</sup> May**

Interviews will be held on **Friday 18<sup>th</sup> May in Penzance**

**Please ensure you can be available to attend an interview on this date, prior to applying.**

Contact:

Newlyn Art Gallery & The Exchange

The Exchange, Princes Street, Penzance, TR18 2NL

phone: 01736 363715

email:

James Green: [james.green@newlynartgallery.co.uk](mailto:james.green@newlynartgallery.co.uk)

Blair Todd: [blair.todd@newlynartgallery.co.uk](mailto:blair.todd@newlynartgallery.co.uk)

## Description

Newlyn Art Gallery & The Exchange and CAST (Cornubian Arts and Science Trust) are seeking a responsible and articulate person to join the Groundwork team in the delivery of an ambitious season of contemporary art exhibitions and events in Cornwall this summer.

With an emphasis on moving image, sound and performance, Groundwork will present new commissions and acclaimed works by internationally celebrated artists. Exhibitions and events will take place in non-gallery spaces and in locations across West Cornwall from May to September. Groundwork is organised by CAST in Helston - CAST will serve as a hub for the programme and houses the Groundwork office.

CAST is working in partnership with Newlyn Art Gallery & The Exchange to present an

exhibition of Janet Cardiff's internationally acclaimed sound installation *Forty Part Motet* in Richmond Chapel in Penzance. More information about this work is available on the Groundwork website: [www.groundwork.art/programme/janet-cardiff/](http://www.groundwork.art/programme/janet-cardiff/)

The Groundwork team is recruiting a site supervisor to support the public presentation of this exhibition from 25 May to 26 August 2018. The role will involve working onsite at Richmond Chapel and supervisors will have responsibility for switching audio equipment on and off each day. Site supervisors will work shifts in rotation through the week and will take responsibility for the security of the building and the equipment in the exhibition during opening hours. The role is public facing and involves welcoming visitors, sharing information about the work, and monitoring the work of Groundwork volunteers, who will be supporting invigilation of the exhibition.

The successful applicant will have a strong interest in contemporary art and ideas, an aptitude for customer service, experience as a key holder and some experience working with AV equipment. The Supervisor will be managed by Josie Cockram, Groundwork Coordinator and James Green, Director of Newlyn Art Gallery & The Exchange.

Groundwork is organised in partnership with Tate St Ives, Newlyn Art Gallery & The Exchange (Penzance) and Kestle Barton Trust, with financial support from Arts Council England's Ambition for Excellence scheme. Ambition for Excellence aims to grow and develop talent and leadership in the regions and across art forms, support the production of new work of the highest quality and give an international dimension to excellent work.

### **Job description and key responsibilities**

The site supervisor and exhibition invigilator will have responsibility for a number of tasks:

- Ensuring that the building, and the equipment in the exhibition, is well presented at the start of each day, and secure at the end of a shift.
- Ensuring the all risk assessments are adhered to and read and signed by volunteers.
- Ensuring that audio equipment is functioning reliably ahead of the opening of the venue and contacting staff at Newlyn Art Gallery & The Exchange if there is any concern.
- Ensuring that equipment is cleaned each day.
- Ensuring that the building, and the equipment in the exhibition, is supervised at all times during the hours that the exhibition is open to the public.
- Welcoming the public to the exhibition, clearly communicating information about the work, the artist and the wider Groundwork programme.
- Welcoming young people and families and supporting organised visits of school groups with teachers.

- Evaluating the experience of visitors – engaging in conversation and recording visitor experience in formats prepared by the Groundwork team.
- Supporting volunteers and contacting staff at Newlyn Art Gallery & The Exchange if there are any concerns about the site, the volunteers, or the public's experience during their shift.
- Other organisational tasks as required for the project and commensurate with the role
- The position will involve some hours of lone working at the venue. The safety and comfort of staff is a priority for CAST and Newlyn Art Gallery & The Exchange and procedures will be put in place to ensure that support is in place at all times.

### **Person specification**

We are looking for an individual with the following experience and qualities:

- An interest in contemporary art and ideas
- A consistent and methodical approach
- Ability to listen, to take initiative and to work independently
- Experience and confidence working with AV equipment
- Experience as a key holder
- Confidence to work alone at times
- An understanding of confidentiality and data protection
- An understanding of equal opportunities and a considerate approach to the working environment
- Excellent time-keeping and organisational skills
- Experience of working with the public and an understanding of good customer service
- The ability to keep clear and accurate records
- Willingness to work flexibly where required and to work shifts over weekends
- A confident, friendly approach to communication
- The ability to stay calm under pressure
- Familiarity with Penzance and the local area is desirable

Salary : £8.05 per hour (National Living Wage) for three days per week, eight hours per day, over thirteen weeks. Site supervisors will be paid monthly, on a self-employed basis, submitting an invoice to CAST for payment. CAST will be your employer for this contract.

Site supervisors will be required to share information for a criminal record check via the Disclosure and Barring Service (DBS). CAST will cover this cost.

## How to apply

In not more than one page A4 please set out why you would be interested to work on the Groundwork project and why you feel you are suitable for the role of Site Supervisor and Exhibition Invigilator, addressing the job description and person specification set out above.

Download the Equal Opportunities Form and include this in your application, along with a CV detailing your educational qualifications and experience. You should also provide names and contact details of two referees (please specify if you do not wish us to contact referees without first contacting you). Applications should be submitted by email.

Send your application to:

**James Green, Director of NAG&TE:** james.green@newlynartgallery.co.uk

**Blair Todd, Deputy Director of NAG&TE:** blair.todd@newlynartgallery.co.uk

**Subject:** Site Supervisor

**The closing date for applications is Midnight on Sunday 13<sup>th</sup> May**

**Shortlisted candidates will be contacted by phone or email on Monday 14<sup>th</sup> May and invited for interview in Penzance on Friday 18<sup>th</sup> May.**

We welcome applications from all members of our communities and operate under the principles of Equal Opportunity, insisting on and promoting equality of opportunity and access to all, regardless of age, race, colour, ethnic or national origins, gender, marital status, sexual orientation, disability, income, education, religious beliefs or cultural heritage.

If you require this job description in another format, please let us know.

CAST



ARTS COUNCIL  
ENGLAND

Supported using public funding by

ARTS COUNCIL  
ENGLAND

NEWLYN  
ART GALLERY  
& THE  
EXCHANGE