

FREELANCE INVIGILATORS – VICTORIA MIRO

Overview:

We are seeking motivated and proactive invigilators for our autumn programme. The timeframe required for invigilation is six weeks starting from 24 September (until 2 November) 2024.

The exhibitions will be open from Tuesday to Saturday. The position requires working a minimum of three days and up to five days per week. Available shifts are from 10am to 2pm or 2pm to 6pm.

Key Responsibilities:

- Ensure the safety and security of artworks on display.
- Create a friendly and welcoming environment for visitors, acting as the first point of contact and addressing any queries.
- Manage large crowds with confidence, guiding and moving people through the space.
- Attend and actively participate in a gallery induction and training session before the exhibition opens.
- Familiarise yourself with and enforce gallery policies and procedures in a professional manner.
- Undertake additional reasonable tasks as requested by the Front of House Supervisor or management team.
- Read the introductory material about the exhibition provided by the Front of House Supervisor to prepare for visitor enquiries about the artist, the exhibition, and individual works.
- Maintain a high level of presentation and professionalism at all times, adhering to the dress code for invigilators.
- Refer all sales enquiries to the Front of House Supervisor.
- Learn the identities of key Directors in the gallery.
- Respond promptly to issues, communicate technical, maintenance, and health and safety concerns to the Front of House Supervisor, and undergo training to identify and escalate these issues.

Person Specification:

- Highly motivated team player with a positive attitude.
- Proven experience in delivering exceptional customer service in public-facing roles.
- Strong communication skills.
- Confident in engaging with the public and managing large crowds of visitors.

How to Apply:

Please submit your CV to info@victoria-miro.com. Applications close on Friday 28 June 2024. Interviews will be held in early July 2024.