

# WORKPLACE FOUNDATION

**Job Title:** Front of House Assistant

**Deadline:** Tuesday 6th September 2022 - 5pm

**Location:** Newcastle upon Tyne, UK

**Type:** Full time, fixed term one year

**Salary:** £10.00 per hour (above real living wage), PAYE or freelance depending on preference

**Artform:** Visual Arts

**Contact:** [max@workplacefoundation.art](mailto:max@workplacefoundation.art)

## About Workplace Foundation

Workplace Foundation is a charity founded by WORKPLACE, a contemporary art gallery originating from Gateshead, UK.

Workplace Foundation supports emerging and under-represented artists with a commitment to UK art scenes outside of London, with a focus on the North of England. We are core funded by Arts Council England as part of their National Portfolio of Organisations.

This is an exciting time to join the team at Workplace Foundation as we continue to settle in our new location, expand our work with artists, embed our work within the community and establish a secure base for our future programme.

As such Workplace Foundation seeks to appoint a Front of House Assistant to start in October 2022. This role will commence during our upcoming exhibition with our Community of Artists. We are looking for someone to join the team in moving forward at an exciting time in our organisation's development.

## Job Outline

The Front of House Assistant will be responsible for providing a warm welcome to all visitors and ensuring the smooth and safe day-to-day running of our two gallery spaces, library and communal area. The Front of House Assistant will be the front facing member of the team to visitors. This role supports the full team by assisting on a range of administrative tasks, and will be responsible to the General Manager. Working hours will include Saturdays when the exhibition programme is live.

## What we are looking for:

We are looking for someone who is passionate about contemporary art and culture with an appreciation of what makes Workplace Foundation a unique offering within the art world and wider communities. As this is an entry level role, prior experience of working in galleries is not necessary. We want someone who is friendly, welcoming, enthusiastic, reliable and willing to learn.

We want to be able to provide a role that supports applicants in getting their foot in the door to the creative industry as we recognise the difficulties that this first step presents. You do not have had to have any previous experience of working in an arts organisation but we would like someone who is looking to develop their career in the arts.

As this role is Front of House, onsite working is required. Our space is accessible and if there are any areas that we can reasonably adapt in order to accommodate we will endeavour to put these actions in place.

### **How to apply:**

Please download the job pack for full details of the role and information on how to apply from [www.workplacefoundation.art/opportunities](http://www.workplacefoundation.art/opportunities)

Please contact us at [max@workplacefoundation.art](mailto:max@workplacefoundation.art) if you require the job pack in any other format (e.g large print or audio format) or have any queries.

We welcome and encourage applications from candidates from all backgrounds who have direct and transferable skills and who are under-represented in the creative industries.