

# IKON



## Gallery Invigilator (Casual) Job Description and Application Information

**Closing date**  
Midday, Wednesday 6 November  
2024

## Job Description

<b>Post:</b>	Gallery Invigilator (Casual)
<b>Reports to:</b>	Front of House Coordinator
<b>Salary:</b>	£12.82 per hour (inclusive of holiday pay allowance)
<b>Contract:</b>	Casual Work Agreement
<b>Location:</b>	Ikon Gallery, 1 Oozells Square, Birmingham, B1 2HS

## About Ikon

Ikon is an internationally acclaimed art gallery in central Birmingham, offering free entry to all. Founded in 1965 as an artists-led alternative space, it has evolved into one of the most internationalist artistic programmes in Europe, combining established with emerging artists. Housed in a renovated neo-gothic school building, Ikon is an educational charity for the promotion of visual art of international significance, playing a key role in the cultural life of the West Midlands region.

Ikon's main galleries welcome over 200,000 visitors every year, with many more engaging with off-site projects, national and international collaborations and online. Off-site programmes include an artist residency at HMP Grendon Prison, funded by Marie-Louise von Motesiczky Charitable Trust, and Ikon Slow Boat, which hosts the gallery's Youth Programme (IYP) and is supported by Freelands Foundation. Digital projects form an increasing part of Ikon's artistic programme, most recently Made in Birmingham/Made in Sydney (2022), a digital collaboration between the Museum of Contemporary Art Australia (MCA) and Ikon, featuring new commissioned artworks by Salote Tawale and Osman Yousefzada.

Ikon is an equal opportunities organisation and welcomes applications from all sectors of the community. In its management structure and as an employer, Ikon is pledged to ensure equal opportunities for all, regardless of age, race, gender, disability, marital status or sexual orientation.

The successful candidate will have an interest in contemporary visual arts, be reliable and well organised with excellent attention to detail. Operating in line with Ikon's control measures, they will provide an informative and friendly welcome to all visitors alongside exhibition invigilation.

Ikon has a long-standing commitment to diversity in its programming, producing, staffing and community engagement. We actively seek applications from the widest range of applicants.

## **Main responsibilities:**

### **Invigilation**

- Deliver a high-quality visitor experience to all and work to develop visitor engagement
- Create a welcoming environment for all visitors and be open to answer visitor questions regarding the organisation, exhibitions and events taking place both onsite and offsite
- Ensure the safety of visitors to the galleries at all times and monitor safety and wellbeing within the gallery
- Ensure security of exhibits and alert appropriate staff of any potential issues
- Conduct visitor surveys to obtain audience insights and feedback
- Provide an informative and friendly welcome to all visitors, responding proactively to visitor needs and access requirements
- On occasion provide invigilation for public programme events and gallery hires

### **Working environment**

- Monitor and maintain a safe, healthy and secure working environment by minimising danger and by being proactive, particularly in the event of an emergency
- Monitor and maintain an effective and efficient working environment

### **Other**

- Keep up to date with Ikon's programme of exhibitions and events to help promote activities and answer visitor questions
- Operate in accordance with Ikon's policies and procedures, including health and safety, safeguarding, equal opportunities, environmental sustainability and other practices
- Maintain a safe and secure environment for staff and visitors in accordance with Ikon's codes of practice
- Adhere to Ikon's dress code for front of house staff
- Conduct yourself in a professional manner at all times
- Develop productive working relationships with others to ensure efficient and successful operation
- Build the trust and support of colleagues and team members through regular and effective communication

## Required Competences:

### Essential

- A high level of customer service skills and experience
- The ability to communicate effectively and inspiringly both face to face and in writing with visitors, staff and colleagues
- A good understanding of the arts and cultural sector
- Work effectively with others and support others in their work
- Strong time-management skills with an ability to plan ahead, anticipate requirements, and to manage competing priorities successfully
- Excellent attention to detail and acting responsibly with a high level of vigilance
- Contribute to good practice within the team

### Desirable

- Previous gallery invigilation experience
- A commitment to and knowledge of contemporary art

## How to Apply

Please send the following to [office@ikon-gallery.org](mailto:office@ikon-gallery.org) by **Wednesday 6 November 2024, Midday** (BST) with the subject line 'Casual Gallery Invigilator'

- A Cover Letter
- A CV
- A complete [Equal Opportunities Monitoring form](#)

Interviews will take place on **Wednesday 13 November 2024** at Ikon Gallery.

## Note

Applicants must be able to provide evidence of their right to work in the UK.

Ikon requires all staff to obtain a Government Disclosure and Barring Service (DBS) check, in accordance with Ikon's Child and Vulnerable Adults Protection Policy. You will be required to provide the necessary documentation for the DBS check to be carried out. Ikon will cover the cost of obtaining the DBS check and reserves the right to request additional checks at any time in the future.