



## GALLERY ASSISTANT

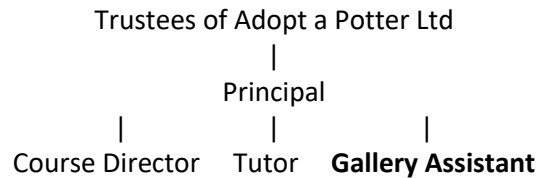
### Purpose of the Job

To work in the Clay College Gallery and to provide administrative support to the Principal of Clay College Stoke in the running of

- the 2-year full-time Diploma course
- masterclasses
- evening classes
- Easter and summer courses
- the gallery and exhibitions
- lectures and events
- any additional activities as required by the Trustees

### Context

- Reporting to: the Principal, Clay College Stoke
- The day-to-day running of a gallery and administration and admissions office
- Key Relationships: Clay College students, Middleport Pottery, UKHBPT
- Organisation Structure:



### Need to do

- Staff the Clay College Gallery, maintaining an excellent knowledge of the exhibitions, welcoming and proactively selling to visitors, coordinating shipments/deliveries and installations/deinstallations with exhibitors, administering and managing the online shop
- Represent the college in a friendly, business-like way: be the first point of contact for potential students, students, visitors, monitor and respond to email enquiries, answer the telephone, and greet visitors as required
- Assist with the marketing and publicity of the Gallery through social media, including the maintenance of the College's website and Facebook, Twitter and Instagram accounts
- Manage the social media and marketing calendar
- Provide administrative support to the Principal, in the day-to-day running of Clay College
- Ensure the smooth-running of the office with responsibility for office supplies and equipment, post and couriers, and petty cash

The above list is not exclusive or exhaustive and the job holder may be required to undertake such other duties as may reasonably be required by the Principal.



## JOB DESCRIPTION

### Need to know

#### **Skills/Knowledge:**

- PC skills – knowledge of Word and Excel
- Time management skills
- Written and verbal communication skills
- Accuracy and attention to detail
- Knowledge of Wordpress and website back-ends
- Familiarity with social media platforms

#### **Experience:**

- At least 1 year in an administrative support role
- At least 1 year's experience in a customer-facing role, preferably in the Arts

### Need to be

- Approachable and customer-service focussed
- Effective communicator
- Organised with good administrative skills and ability to multitask
- Self-motivated and pro-active and able to think creatively
- Numerate and computer literate
- Able to work independently and as part of a team
- Interested in the ceramics sector
- Target-driven