

## Recruitment information pack

### Gallery and Café Apprentice

April 2019



#### Introduction

Thank you for your interest in joining Rural Arts as Gallery and Café Apprentice.

We hope that this information pack includes all the information you need regarding the role.

If you have any questions, or require this information in a different format, please contact Angela Holt (Operations Manager) on 01845 526 536 / [angelaholt@ruralarts.org](mailto:angelaholt@ruralarts.org)

To apply, please complete an application form by **noon on Tuesday 14<sup>th</sup> May 2019** and sent it to [angelaholt@ruralarts.org](mailto:angelaholt@ruralarts.org) or Recruitment, Rural Arts, 4 Westgate, Thirsk YO7 1QS.

This role has been generously co-funded by The Arts Society Hambleton and Hambleton District Council.



#### Terms of Employment

**Scope:** To gain skills in arts curation, customer service and hospitality by supporting the day-to-day running of Rural Art's gallery and café

**Employment type:** 12-month fixed term contract

**Salary:** Apprentice wage (£3.90 per hour) plus training and benefits

**Apprenticeship:** You will pursue a nationally-recognised Level 2/3 apprenticeship in Cultural and Heritage Venue Operations

**Hours:** 37.5 hours per week, normally Tuesday – Saturday, 8.30am – 5pm

**Overtime/TOIL:** Rural Arts operates a Time Off In Lieu (TOIL) system for overtime worked

**Pension:** Rural Arts makes a 3% contribution to qualifying employee pensions

**Work location:** Work will usually take place at Rural Arts, 4 Westgate, Thirsk YO7 1QS however travel across North Yorkshire may be required

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#### Rural Arts

At Rural Arts, our mission is exactly what it says on the tin: to bring arts of all kinds to rural communities.

We take participatory arts activities and professional performance to schools, village halls and community settings across 3,000 square miles of rural North Yorkshire. At The Courthouse, our Grade II listed arts centre in Thirsk, we host a bi-annual programme of performance, exhibitions and workshops, as well as an award-winning café, artisan shop and rooms for hire.

Rural Arts has a strong reputation and proven track record for developing and improving the lives of vulnerable and isolated people and promoting community cohesion. The charity was established in 1992 and is a member of Arts Council England's National Portfolio.

#### Gallery and Café Apprentice – Job Description

- Responsible to: Operations Manager
- Other key relationships: Café Manager

#### Scope

To gain skills in arts curation, customer service and hospitality by supporting the day-to-day running of Rural Art's gallery and café.

#### Responsibilities

##### **Gallery (50%)**

1. Welcome and manage customers in the gallery: advise on, assist and process sales
2. Liaise with artists regarding stock deliveries, returns, prices, contracts and sales updates etc., submitting monthly sales reports to the Finance Officer
3. Lead on the curation of Rural Arts' annual exhibition of work by emerging artists. Full training and support can be provided.
4. Support the curation of other Rural Arts' gallery exhibitions
5. Maintain the appearance of the gallery including arranging and changing displays, hanging exhibitions, cleaning of cabinets etc.

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#### **Café (50%)**

1. Welcome and manage customers in the café, providing high quality customer service
2. Process payments, operate the till and assist in cashing up
3. Support the Café Manager with food preparation and stock control, etc.
4. Maintain food hygiene records, clean the café and kitchen area as appropriate
5. Assist the Café Manager in organising and providing buffets and refreshments for room hires

#### **General**

1. Promote Rural Arts, the company's parent charity, to visitors and customers
2. Initiate promotional ideas for the gallery/shop and café in conjunction with the Operations Manager and Café Manager
3. Support with the scheduling of room hires and event spaces. set up and break down room arrangements as required
4. Undertake administrative duties as required (e.g. telephone enquiries, inputting data)
5. Work occasional evening events (e.g. in café, on box office) as required. Time Off In Lieu will be given.

#### Person Specification

The ideal candidate will be:

- Interested in the arts
- Looking to develop a career in the arts, customer service and hospitality
- Eager to develop their skills across a range of different areas
- Happy working in a small team and a fast-paced environment
- Dedicated to completing a Level 2/3 apprenticeship in Cultural and Heritage Venue Operations
- Friendly, communicative and understand the importance of customer service
- Available to work Tuesday – Saturday, 8.30am – 5pm

Experience is not required but may be preferable.

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#### Training and Benefits

*Annual Leave:* 24 days per year (three of which must be between Christmas and New Year)

*Lunch:* Free lunch every day that you work.

*Staff discounts and perks:* 25% off in our gallery, free tickets to performances and places on workshops when available

*Training and development:* You will pursue a Level 2/3 apprenticeship in Cultural and Heritage Venue Operations and will have opportunities to gain other specific qualifications. These and the apprenticeship will be paid for by Rural Arts

#### Application process

To apply, please complete an application form and send it to [angelaholt@ruralarts.org](mailto:angelaholt@ruralarts.org) or Recruitment, Rural Arts, 4 Westgate, Thirsk YO7 1QS

Applicants are encouraged to complete an Equal Opportunities Monitoring Form, which can be downloaded [here](#).

**Deadline: Tuesday 14<sup>th</sup> May 2019 at noon**

**Interviews: Friday 17<sup>th</sup> May 2019 at Rural Arts (YO7 1QS)**

#### Equal Opportunities

Rural Arts strives to be an Equal Opportunities employer and to encourage applications for work from all sections of the community.

Please complete our Equal Opportunities Monitoring Form [here](#).

#### Accessibility

If you require this information in an alternative format, please call 01845 526 536 or email [angelaholt@ruralarts.org](mailto:angelaholt@ruralarts.org)