

**OPEN  
EYE  
GALLERY**

**LIVERPOOL  
2018**

## **APPLICATION PACK**

Thank you for your interest in volunteering for *PRESENCE: A Window into Chinese Contemporary Art*. In this application pack you will find background information on the exhibition, a duties description and details of how to apply.

**POSITION:** Exhibition Assistant

**HOURS:** 1 day per week (7.5 hours) 9:45 am - 5:15 pm

**TYPE:** Voluntary

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## ABOUT THE EXHIBITION

*PRESENCE: A Window into Chinese Contemporary Art* is an exhibition of artwork by 19 contemporary artists from China, Hong Kong, and Taiwan.

The exhibition is presented in hidden spaces in the Heritage Centre of St. George's Hall, one of the grandest and most prestigious buildings in Liverpool. Built in the middle of the 19th century as a monument to civic pride - the city aimed to create an iconic building that would celebrate Liverpool's growing status in the world.

To coincide with the largest ever tour of the historic Terracotta Warriors in Liverpool, we are proud to present a complementary exhibition of cutting edge contemporary art that celebrates our current relationship with China, and looks to the future. The artists cover a range of themes including consumerism, technology, connectivity and the individual's place in the world today. The sculptures, paintings, installations, videos and photographs are installed throughout the Heritage Centre, including spaces not normally open to the public.

The exhibition provides a window into work by some of the best artists from China, Hong Kong and Taiwan, including: Aajiao (CN), Li Binyuan (CN), Suki Chan (UK/HK), Chou Yu-Cheng (TW), Luke Ching (HK), Cao Fei (CN), Han Feng (CN), Chen Hangfeng (CN), Kong Chun Hei (HK), Susan Pui San Lok (UK), Wang Ningde (CN), Ma Qiusha (CN), Tian Taiquan (CN), Wu Chi-Tsung (TW), Annie Lai Kuen Wan (HK), Yan Xing (CN), Lu Xinjian (CN), Sun Xun (CN), and Chen Ching-Yuan (TW)

All works belong to the University of Salford Art Collection and this is the first time the New Collection of Chinese Contemporary Art has been displayed in its entirety. Formed through a partnership with the Centre for Chinese Contemporary Art (CFCCA) in Manchester, this collection offers a unique insight into artistic practice and 21st Century culture across China, Hong Kong and Taiwan.

## ABOUT THE ROLE

This role will run as part of Open Eye Gallery's long established volunteer programme. We are keen to encourage individuals from any cultural or educational background to apply, and we hope we can offer broad development opportunities. These range from transferable skills such as public speaking, interpersonal development and creative thinking, to more specialised experience in an art gallery setting, for example, condition checking the artworks, and assisting with exhibition engagement.

Volunteers are an important and valued part of our team. Without volunteers we would not be able to offer this exhibition to the public for free. We want to ensure that volunteering with us helps you to achieve your goals, whatever they may be, and most of all that you enjoy the experience and feel like part of the team.

## VOLUNTEER DUTIES

### Duties

#### Visitor Services/Customer Care

- Provide a positive first impression by welcoming and engaging visitors.
- Relay any visitor feedback to the Exhibition Manager.

#### Gallery Assistance

- Invigilate the gallery space; caring for and ensuring the security of the artworks.
- Offer advice and information to visitors regarding the exhibition and artworks.
- Deal with front-of-house enquiries in a friendly and efficient manner.

#### Other Duties

- Work as a key member of the exhibition team and contribute to the achievement of its objectives.
- Monitor security and condition of the artworks; reporting any concerns or incidents to the Exhibition Manager.
- Any other duties that may reasonably be required.

## APPLICATION FORM

To apply please send a completed application form, outlining what development you wish to gain from your volunteering position, as well as a completed Equal Opportunities Monitoring Form.

Applications should be sent for the attention of Olivia Walker to Open Eye Gallery, 19 Mann Island, Liverpool L3 1BP or by email to: [olivia@openeye.org.uk](mailto:olivia@openeye.org.uk)

Position applied for	
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Surname		Forenames	
Title			

Address		Telephone ☎	
Postcode		Email Address	
		Date of Birth	

Emergency Contact Name:	
Emergency Contact Number:	

<b>Availability</b> *Please notes that the working day is 9:45am - 5:15pm			
Wednesday	<b>Y/N</b>	Friday	<b>Y/N</b>
Thursday	<b>Y/N</b>	Saturday	<b>Y/N</b>
		Sunday	<b>Y/N</b>

You will be required to attend a short induction session and a training day. Please indicate your availability for each.

<b>Induction Availability</b>		<b>Training Availability</b>	
Friday 26th January	<b>Y/N</b>	Wednesday 7th February	<b>Y/N</b>
Saturday 27th January	<b>Y/N</b>	Saturday 10th February	<b>Y/N</b>

<b>Relevant Experience</b> *Please note experience is not essential.	
<b>Career Development Goals</b> *What do you wish to gain from volunteering?	
<b>Disability</b> - Do you have any disability that may require an adjustment to the workplace in order for you to fulfil your duties?	<b>Y/N</b>
If you have answered yes, please give details	

<b>Convictions</b> - Have you ever been convicted of a criminal offence? Declaration is subject to the Rehabilitation of Offenders Act 1974.	<b>Y/N</b>
If you have answered yes, please give details	

Where did you hear about this opportunity?

Please give details of two references			
Name		Name	
Position		Position	
Address		Address	
Telephone		Telephone	
Email		Email	

If your application is successful, you may be asked to consent to Open Eye Gallery verifying the information provided. Please sign and date the declarations and authorisation below.

I declare that the information given by me, to the best of my knowledge, is true and complete.  
*In accordance with the Data Protection Act 1998, I hereby authorise Open Eye Gallery to process the information contained in this application form for recruitment and selection purposes.*

Name (Block capitals)

Date

Signed

## EQUAL OPPORTUNITIES MONITORING FORM

To help us to implement our Equal Opportunities Policy we would be grateful if you would complete this form along with your application. The form will be detached from the application form and the information provided will be confidential and in no way used as part of the selection process.

<b>Gender</b>		
Female		Male
Prefer not to answer		
<b>Transgender status – is your gender identity the same as the gender you were assigned at birth?</b>		
Yes		No
Prefer not to answer		
<b>How would you describe your ethnic origin?</b>		
English/Welsh / Scottish / Northern Irish British		Irish
Gypsy or Irish Traveller		Any other White Background
Mixed – White & Black Caribbean		Mixed – White & Black African
Mixed – White & Asian		Mixed – Any other mixed/multiple ethnic background
Asian or Asian British - Indian		Asian or Asian British - Bangladeshi
Asian or Asian British - Chinese		Asian or Asian British - Pakistani
Black or Black British - African		Asian or Asian British – Any other Asian background
Black or Black British - Caribbean		Black or Black British - Any other Black/African/Caribbean background
Arab		Any Other Ethnic Group
Prefer not to answer		
<b>What Age Group Do You Fall In?</b>		
0-19		20-34
35-49		50-64
65+		Prefer not to answer
<b>Do you have a disability? Any information you provide here will be used for monitoring purposes only – if you need a ‘reasonable adjustment’, then please follow the additional separate process. We will take reasonable steps to meet your particular needs.</b>		
Non-Disabled		Visual impairment
Hearing impairment / Deaf		Physical disabilities
Cognitive or learning disabilities		Mental health condition
Not Known /Prefer not to answer		Other long term/ chronic conditions
<b>Sexual orientation</b>		
Heterosexual/ Straight		Gay woman/lesbian
Gay man		Bisexual
Other		Not known / Prefer not to answer
<b>Religious belief</b>		
No Religion		Buddhist
Christian		Hindu
Jewish		Muslim
Sikh		Any Other Religion

Prefer not to answer		
<b>Marital status</b>		
Married		Civil Partnership
Single		Cohabiting with Partner
Divorced		Prefer not to answer

By completing this form you have helped us better understand how we, as an employer ensure equality of opportunity for all. Thank you.