

APPLICATION PACK

Thank you for your interest in volunteering for *This Is Shanghai*. 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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GALLERY**



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**LIVERPOOL
2018**

ABOUT THE EXHIBITION

This is Shanghai, explores and celebrates the relationship between Liverpool and its twin city in China, to reflect urban and cultural evolution and transformation through some of the leading and emerging contemporary artists within Shanghai.

Presented by Culture Liverpool in partnership with Open Eye Gallery, the works are staged at locations across Liverpool's iconic Waterfront centered around the Cunard Building, as well as Tate Liverpool, Mann Island and the Museum of Liverpool. With select pieces exhibited within the public realm, the parallels and reflection of The Bund in Shanghai, this project has been developed to explore and reimagine Shanghai's everyday reality, within the city of Liverpool.

This is Shanghai is the second chapter of *China Dream*, a 9 month festival celebrating Chinese contemporary art and culture which was inspired by the arrival of the Terracotta Warriors to the city - the first time in a generation they are being exhibited on UK soil.

ABOUT THE ROLE

This role will run as part of Open Eye Gallery and Culture Liverpool'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.

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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.
- Assist with gallery switch-on and close-down.

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.

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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

Position applied for	
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Surname	
Title	

Forenames	
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Address	
Postcode	

Telephone ☐	
Email Address	
Date of Birth	

Emergency Contact Name:	
Emergency Contact Number:	

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

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You will be required to attend a 20 minute induction meeting, as well as the training session on Monday 9th July. Please indicate your availability:

Induction Availability

Friday 6th July

Y/N

Saturday 7th July

Y/N

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

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Convictions - Have you ever been convicted of a criminal offence? Declaration is subject to the Rehabilitation of Offenders Act 1974.	Y/N
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. <i>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.</i>	
Name (Block capitals)	
Date	
Signed	

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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.

Gender		
Female		Male
Prefer not to answer		
Transgender status – is your gender identity the same as the gender you were assigned at birth?		
Yes		No
Prefer not to answer		
How would you describe your ethnic origin?		
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		
What Age Group Do You Fall In?		
0-19		20-34
35-49		50-64
65+		Prefer not to answer

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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.

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	
Sexual orientation			
Heterosexual/ Straight		Gay woman/lesbian	
Gay man		Bisexual	
Other		Not known / Prefer not to answer	
Religious belief			
No Religion		Buddhist	
Christian		Hindu	
Jewish		Muslim	
Sikh		Any Other Religion	
Prefer not to answer			
Marital status			
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.

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