**First Light Volunteer Coordinator and Castlefield Gallery New Art Space Warrington Supervisor- Job Description**

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| **1. Post** | | | | |
| Post: | First Light Volunteer Coordinator and Castlefield Gallery New Art Space Warrington Supervisor | | | |
| Contract: | 10 May – 04 July 2021 – 3 days per week | | | |
| Salary: | Living Wage - £57 per day (6 hours at £9.50 with unpaid 30 minute lunch break) | | Closing Date: | 03.05.2021 |
| **2. Supervisory responsibilities/position in structure** | | | | |
| Responsible to: | | Natalie Meer, Open Eye Gallery Operations Coordinator | | |
| Responsible for: | | First Light Exhibition invigilation volunteers | | |
| **3. Main function of job** (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required) | | | | |
| First Light Volunteer Coordinator and New Art Spaces Warrington site Supervisor will beresponsible for managing the volunteer programme for the First Light exhibition, and supervising the gallery and volunteers in line with Health and Safety and COVID guidelines.  The exhibition will be held in Castlefield Gallery New Art Space, in the old Marks and Spencer’s unit in Warrington town centre. | | | | |
| **4. Main duties** | | | | |
| Duties/Responsibilities | | | | |
| **Volunteer Coordinator**   * Managing a bespoke invigilation volunteer programme, including working with Warrington Voluntary Action and various other volunteer groups to ensure ongoing recruitment as necessary until the exhibition closes on 04 July 2021. * Interviewing volunteers. * Delivering exhibition and venue specific training to the volunteers * Ensuring adequate volunteer cover across all partner venues, including coordination and distribution of rota * Adhering to health and safety regulations, and ensuring volunteers are in a safe working environment * Providing training on managing COVID guidelines * Managing volunteer expenses, including handling petty cash and recording expenses * Keeping up to date records for volunteers, including emergency contact details   **New Art Space Warrington venue/site Supervisor**   * Managing COVID Cleaning plan, Test and Trace and other mechanisms to ensure best practice * Training volunteers to an acceptable level of knowledge about the works, ensuring clarity around essential steps to protecting vulnerable works * Promoting a welcoming and friendly atmosphere in the exhibition space * Ensuring condition of art work is regularly monitored in the space * Maintaining and monitoring cleanliness/tidiness of the exhibition space on a daily basis. * Ensuring all technical aspects of the exhibition are running * Opening and closing the gallery * Adhering to health and safety regulations of the venue and ensuring volunteers know the H&S procedures * Manage the volunteers on a day to day basis and ensuring lunch breaks   **Other Duties**   * Work as a key member of the First Light/ Open Eye team and contribute to the achievement of its objectives. * Any other duties that may be reasonably required by the Executive Director.   The job description will be reviewed as necessary and may be amended to meet the changing needs of COVID management. It will also be used as the basis for determination of objectives and the contents will be used as part of a performance development review. | | | | |

**5. Work schedule**

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| **W/C 10/05/2021 - WC 22/05/2021**  Recruitment and training of volunteers  Build prep towards opening to the public  **W/C 22/05/2021 - 04/07/2021**  3 days per week managing the building/volunteers – Friday, Saturday, Sunday 9.45am – 4.15pm |

**6. To Apply**

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| **We are looking for someone ideally based in Warrington**  **Please send over a CV and cover letter detailing your interest to** [**natalie@openeye.org.uk**](mailto:natalie@openeye.org.uk) **by midnight Monday 3 May**  **Please also fill out our Equal Opportunities Monitoring Form here:** [**https://docs.google.com/forms/d/e/1FAIpQLSd8t6xzY7JgZ\_52vQRkkk88jGv\_UQmAtjzxijynAXc0KBULew/viewform?usp=sf\_link**](https://docs.google.com/forms/d/e/1FAIpQLSd8t6xzY7JgZ_52vQRkkk88jGv_UQmAtjzxijynAXc0KBULew/viewform?usp=sf_link)  **Interviews will be held on Zoom on Thursday 6 May** |