

Open Eye Gallery

19 Mann Island

Liverpool Waterfront

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Company Limited by Guarantee No.1204519 &

Registered Charity No.1056743

APPLICATION PACK

Thanks for your interest in Open Eye Gallery’s Volunteer Scheme! In this pack you’ll find background information on Open Eye Gallery and our Volunteer scheme, a description of duties and details of how to apply.

**POSITION:** Gallery Assistant– Front of House

**HOURS:** Flexible, depending on your availability. Typically 1 day per week (7.5 hours) from 9.45am – 5:15pm, with occasional evening event support.

**TYPE:** Voluntary – we reimburse expenses for food and travel up to the value of £12.00

**ABOUT OPEN EYE GALLERY**

We believe photography is for everyone and can be meaningful, informing our present and inspiring positive futures.

Open Eye Gallery works with people to explore photography’s unique ability to connect, to tell stories, to inquire, to reflect on humanity’s past and present, and to celebrate its diversity and creativity.

Founded in 1977, Open Eye Gallery is an independent not-for-profit photography gallery based in Liverpool.

We are one of the UK’s leading photography spaces, and the only gallery dedicated to photography and related media in the North West of England.

Open Eye Gallery has consistently championed photography as an art form that is relevant to everyone. We promote the practice, enjoyment and understanding of photography by creating challenging and entertaining opportunities to experience and appreciate distinctive, innovative photographs.

As well as presenting a programme of international, high-quality exhibitions we also house a permanent archive containing photographs from the 1930s to the present day.

We support established and emerging artists, developing practical, critical and professional skills among photography practitioners; we also offer training and development opportunities to people within our local community.

www.openeye.org.uk

www.facebook.com/OpenEyeGallery

www.twitter.com/OpenEyeGallery

www.instagram.com/openeyegallery

**ABOUT THE VOLUNTEER SCHEME**

Open Eye Gallery has a long established volunteer programme with a growing community focus. We are keen to encourage individuals from any cultural or educational background to apply, and we hope that we can offer broad development opportunities. Transferrable skills range from:

* Interpersonal development
* Public speaking
* Leadership abilities
* Creative thinking
* Problem solving
* Research methodologies
* Organisation skills
* Using Point of Sale systems
* Visual Merchandising
* Customer service
* Events assistance
* Exhibition installation assistance
* I.T. skills: Microsoft Office, Google Calendar, Gmail
* Social media and marketing

Volunteers are an important and valued part of the Open Eye Gallery. Without volunteers, Open Eye Gallery would not be able to offer high quality exhibitions and events to the public for free.  We want to ensure that volunteering at Open Eye Gallery 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 TESTIMONIALS** |
| “Everyone at the Open Eye Gallery is welcoming and warm, which makes volunteering a lot more fun. I like the level of flexibility and freedom we get, it is like curating your own volunteer experience.” – Aditi  “Chill working environment, fun events, lovely staff and friendly volunteers. Lots of opportunities to learn new skills and speak to new people.” – Sandra  “I feel very grateful to have met these brilliant staff (friends), enthusiastic visitors and gained a lot of experiences!” – Shuai  “I started volunteering with Open Eye Gallery two weeks before the first Covid lockdowns when I had just recently moved to Liverpool. From then and still now, the OEG team are consistently welcoming, helpful and encouraging.  I have become an even better photographer, with a social practice. Most importantly, I've had the opportunity to show my work with the other volunteers in PLATFORM and on the digital screen, and have delightfully created two photo series that were exhibited as part of the LOOK Climate Lab and Photo Biennial 2022.  I'm so grateful because Open Eye supported me with match funding on projects I produced with an ACE Projects Grant and they are continuing to support my career as a socially engaged photojournalist through mentorship, work opportunities and by linking me with incredible organisations and more experienced photographers that mirror the themes that I want to continue exploring.” – Hellen  “Open Eye is a great place to volunteer, it’s a no pressure environment where you can gain key experiences to help with your own creative work, or if preferred just chat with likeminded individuals whilst being around amazing photography work and books!”– Jake |

**VOLUNTEER DUTIES**

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| Visitor Services/Customer care   * Provide a positive first experience of Open Eye Gallery by welcoming and engaging visitors with our exhibitions and events programme. * Deal with enquiries in a friendly and efficient manner, face to face, via email and over the telephone. * Being knowledgeable about our wider programme to offer information to our visitors. * Process and update visitor data including visitor figures, feedback and research documents in liaison with the Responsive Programme Coordinator and Gallery and Audience Supervisor.   Galleries, Café area and Shop   * Supervise and maintain the small café area, encouraging visitors to use the space. * Monitoring and supervising the maintenance of reception area, operation of the till – handling cash and card payments. * Invigilate the galleries; caring for and ensuring the security of the artworks.   Retail   * Assist the Responsive Programme Coordinator with storage, returns, Visual Merchandising and maintaining the appearance of the shop. * Product research and contributing to the retail strategy. * Assist the Responsive Programme Coordinator with social media and marketing of new products.   Event Support   * Assisting with event set up for exhibition openings, book launches and film screenings. * Welcoming visitors, serving drinks, supervising reception, collecting visitor details and feedback. * Assist the Responsive Programme Coordinator with social media and marketing of upcoming events.   General Administration   * Data Collecting & Filing. * Inputting & Updating Data.   Other Duties   * Work as a key member of the team and contribute to the achievement of its objectives. * Monitor CCTV and security measures; reporting any concerns or incidents to the Operations Manager or daily Supervisor. * Perform light cleaning where required; including maintaining the appearance of the reception area and galleries and completing regular checks to ensure all public facilities are presented to the highest standards. * Any other duties that may reasonably be required. |

**HOW TO APPLY**

To apply, **please complete the form below**, outlining:

* Why you’d like to be part of the Open Eye Gallery team
* What experience you can bring to the role
* What you would like to gain from the Gallery Assistant position

**No prior professional experience is necessary**, but we are keen to hear from people who:

* Are passionate about photography and art
* Live in the local area
* Align with our [core values](https://openeye.org.uk/about/). Especially, **all welcome, always!**
* Are looking for a new challenge, to meet new people, to find new skills, and to share their knowledge and experience with others

Please also complete the online Equal Opportunities Monitoring Form: <https://forms.gle/8CEpPhBVGydSMrEg7>

Please email your completed application form to Alex Sheen ([alex@openeye.org.uk](mailto:alex@openeye.org.uk)), **along with confirmation that you have also completed the anonymous Equal Opportunities Monitoring Form**.

**We aim to respond within fourteen working days** after carefully reviewing your application. If your application is successful, we’ll invite you for an informal chat and role induction at the gallery, before adding you to a call-out list for opportunities.

Please contact the gallery on 0151 236 6768, or email Alex ([alex@openeye.org.uk](mailto:alex@openeye.org.uk)) if you require any support with your application, or if you would prefer an alternative way of applying (e.g. in person).

**APPLICATION FORM**

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| **Position applied for** | Gallery Assistant – Front of House |

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| **About you** | | | |
| First name |  | Title |  |
| Surname |  | Your pronouns |  |
| Email address |  | Phone number |  |
| Date of birth |  | Please note that we can only accept applications from people aged 18 and above. | |
| **Your availability** | | | |
| Tuesday | Y/N | Friday | Y/N |
| Wednesday | Y/N | Saturday | Y/N |
| Thursday | Y/N | Sunday | Y/N |
| Notes about your availability: | | | |
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| **Do you have a disability that may require an adjustment to the workplace in order for you to fulfil your duties?**  If answering yes, please outline details of how we could support you below. | | | |
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| **Do you have any medical conditions (such as allergies) that we need to be aware of?**  If answering yes, please outline details of how we could support you below. | | | |
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| **Convictions - Have you ever been convicted of a criminal offence? Declaration is subject to the Rehabilitation of Offenders Act 1974.**  If answering yes, please outline details below. | | | |
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| **Your emergency contact** | | | |
| Name |  | Phone number |  |
| Your relationship |  | Email address |  |

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| **REFERENCES**  Please give details of two people who could give references.  These could be previous employers, teachers, tutors, supervisors or similar. | | | |
| Name |  | Name |  |
| Position/job |  | Position/job |  |
| Address |  | Address |  |
| Phone Number |  | Phone Number |  |
| Email address |  | Email address |  |

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| **Relevant Experience**  Please note experience is not essential. |  |
| **Career Development Goals**  What would you like to gain from volunteering? |  |
| **Where did you hear about this opportunity?** |  |

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| 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 and new GDPR legislation, I hereby authorise Open Eye Gallery to process the information contained in this application form for recruitment and selection purposes. | |
| Full name |  |
| Date |  |
| Signed |  |