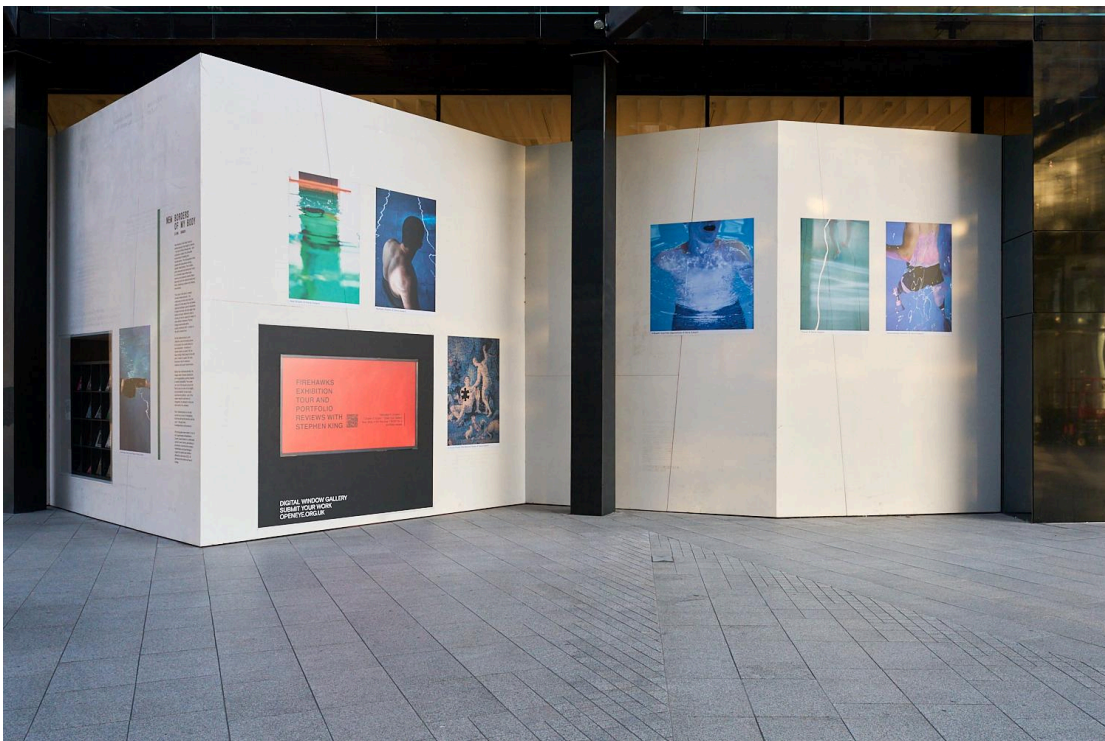


# OPEN EYE GALLERY

## Operations & Programme Assistant



*Images by Rob Battersby ©*

## About Open Eye

### We're more than a gallery

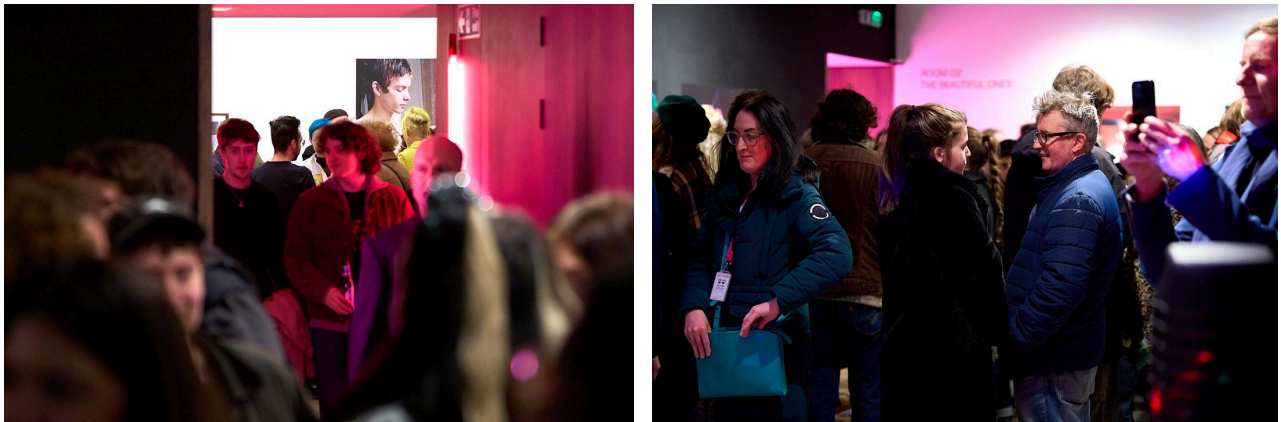
We're actively rethinking what a gallery can be. We produce exhibitions, long-term collaborative projects, publications, festivals, and university courses — locally and worldwide. We welcome over 85,000 visitors to our gallery every year, over 200,000 to projects in other venues, and many more to our online spaces. We proactively take risks to spark crucial conversations and enable creative expression.

## **We work with people to push for social change**

We're taking a lead on socially engaged photography nationally. Bringing different voices, photographers and communities together, we establish projects where the collaborative process is just as important as the final product.

## **All welcome, always!**

We act and communicate in a way that is generous, nurturing and friendly. We want everyone to make themselves at home in our spaces and join us in celebrating difference, speaking out against racism and all discrimination. We seek to include, always.



[‘For Your Pleasure’](#), Open Eye Gallery, 2025.

## **We're open source and free to use**

As much as possible, our staff, space, online channels and networks are open and free for people to use. Our open processes and platforms make it easy to contribute to and co-author our programme.

## **Our work goes from grassroots to global**

Photography is a tremendously powerful way of bringing different cultures into conversation together. We work with local residents and international partners to support representation, empathy, equality and inclusivity.



Artwork by Emma Case, *The Flowers Still Grow*, Open Eye Gallery 2024.



'Best Wishes' by Katya Buchatska, the Ukrainian Pavilion at Venice Biennale, 2024.

## **Operations & Programme Assistant: Job Description**

**Contract:** 38.5 hours per week (full-time, 5 days) with occasional evening and weekend work. 8 months fixed term.

**Salary:** £25,445 per annum (pro-rata)

**Start Date:** June 2026

### **Main duties**

#### **Operations (approximately 3 days per week)\***

Work with the Operations Managers to ensure Open Eye Gallery runs smoothly and compliantly, ensuring the health and safety of the team and visitors. The role can involve everything from ordering cleaning materials to scheduling and setting up meetings; minuting those meetings to setting up for in-gallery events. It will be necessary to be proficient in Microsoft and Google packages, especially MS Excel and Google Sheets, and calendar management.

#### **Programme (approximately 2 days of the week)\***

Support the Open Eye team to deliver on gallery programme production, such as exhibitions (including installation and deinstallation) and events, with the ability to work across the team and with external partners. This would include some evening and weekend work.

*\*This split is approximate, and we envision that it won't be as clear cut. A flexible approach to this role is required.*

### **General**

A flexible, can-do attitude, great communication skills, and a warm, friendly approach to team work is required. There will be some Front of House work, providing cover in the gallery when needed (including some weekends and evening events), opening/closing and supervising volunteers as required. The role offers a great opportunity for an individual who wishes to move into the arts and experience how a contemporary arts organisation operates.

### **Requirements to carry out job**

*Essential (E) or desirable (D) are indicated against each requirement*

E: Experience of working within a team

E: Experience of administration

- E: Excellent writing skills
- E: Excellent communication skills
- E: Ability to work independently and as part of a team
- E: A very good level of IT skills
- E: A positive disposition with the ability to stay motivated and focused
- E: Ability to work weekends and evenings based on the nature of Open Eye Gallery's programme
- E: An understanding of and commitment to equity, diversity and inclusion in the arts
- D: Experience of working in arts organisations, supporting events and programme
- D: An understanding of First Aid and/or Health and Safety procedures
- D: An understanding of Safeguarding measures
- D: Experience of working with artists
- D: Experience of coordinating and supporting evaluation and reporting processes
- D: Experience of supporting public events
- D: Experience of working with a charity or non-profit organisation
- D: Experience of volunteering or working with volunteers

**How to Apply:**

Please send a CV and cover letter explaining why you are interested in and suitable for the role to [jobs@openeye.org.uk](mailto:jobs@openeye.org.uk)

Please also fill in our [Equal Opportunities Monitoring Form](#)

The closing date for applications is **midnight on 18 May 2026**.

**Interviews will take place at Open Eye Gallery in Liverpool on Wednesday 3rd June.**

Please let us know in your application email if you have any access requirements. If you have any questions about your application or about the role, please contact [pascal@openeye.org.uk](mailto:pascal@openeye.org.uk).