

# Pallant House Gallery

A collection of collections

## Volunteer Role Description

### Gallery Assistant



## What is a Gallery Assistant?

Gallery assistants have a vital role in Pallant House Gallery, whether that is by inspiring visitors, helping with wayfinding, or safeguarding the collections.

## Why be a Gallery Assistant?

- Help look after key collections of British Art
- Make friends with a community of over 200 volunteers
- Learn about art and the history of the gallery
- Share your interest in art with others
- Spend reflective time within the space amongst the works
- Explore opportunities for additional activities and projects
- Gain experience within a gallery and have a perspective on its workings
- Be invited to private views of new exhibitions within the gallery

## What does it entail?

- Providing a warm, friendly welcome to visitors within the gallery space
- Being receptive to visitor questions and helping them find their way
- Being vigilant within the gallery space to help prevent loss or damage

- Informing the Welcome Desk should an emergency arise using our hand-held radios
- Taking care to learn the fire safety features of the gallery: the fire escapes, refuge points and alarm call points
- Helping to remind visitors of the gallery's photography policy
- Committing to a regular volunteer slot with good faith that you will be able to keep to it, and if not that you will inform the gallery otherwise.
- Attending free training sessions related to dementia awareness, deaf awareness and safe guarding

## What do you need to wear or bring?

We do ask volunteers to wear provided identification on gallery lanyards and to dress in 'Smart Casual' attire.

## Expenses

Out-of-pocket travel costs between home and the gallery will be paid up to £20, on the production of a valid receipt. This is done by volunteers providing their details to pay via BAC's transfer.

## This role will suit people who...

Have an enthusiastic and friendly manner, enjoy meeting people, like being a part of a team who are keen to learn, and enjoy moments of reflection amongst art.

## Extra Information

Time commitment:

Each assistant time-slot is for 2 – 2 1/2 hours in the morning, lunchtime, or afternoon. We ask that you keep to a regular slot either weekly, fortnightly, or monthly, although we also like volunteers who can help on an ad-hoc basis. The time and days that you volunteer for are to be determined once you have applied.

Young Gallery Assistants:

If you wish to become a volunteer and are under the age of 18 years old then we require parent or guardian consent in order to volunteer with us. Please ask our Welcome Desk or email us for more information.

## How to apply

You can apply either online at <https://pallant.org.uk/who-we-are/our-people/volunteer/> or via the Welcome Desk – just ask for a volunteer application form.

Please contact our Volunteer Coordinator:

[volunteer@pallant.org.uk](mailto:volunteer@pallant.org.uk)

## What happens next?

You will be contacted by the volunteer coordinator for an informal chat and induction into the role, which should last twenty minutes to half an hour. During this you will be able to ask questions and discuss what you wish to learn from your

time with us. After this informal interview, we will arrange an induction session where you will learn about the history of the gallery, best practice for being a gallery assistant, and all health and safety procedures. After this we will arrange a potential rota going forward.

All arrangements are taken in good faith and in our Volunteer Policy are not legally binding as stated.

## About Pallant House Gallery

Pallant House Gallery is a charitable trust that is supported by over 200 volunteers.

Please do get in touch if you're interested in being a vital part of making the gallery possible.

## Anti-Harassment Policy

Pallant House Gallery is a welcoming and accepting place for all of those who visit, work with and volunteer with us. We are committed to providing a volunteering environment free from harassment and bullying to ensure all volunteers are treated, and treat others, with dignity and respect.