



PLACEMENT DESCRIPTION (PD) AND PLACEMENT SPECIFICATION (PS)

Standard Template

PLACEMENT TITLE:	Trainee Programme Assistant: Exhibitions and Technical Services – Recruit- <i>Ability</i> Programme		
GRADE:	Training Allowance	SERVICE AREA:	Economy, Environment & Communities
REPORTS TO:	Head of Technical Services	LOCATION:	The New Art Gallery Walsall
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> This post is available to disabled applicants only as part of the Recruit-<i>Ability</i> Programme. Applicants must be new to Walsall Council and new to this type of Positive Action Programme. Fixed-term contract for 12 months, 18.5 hours per week. Training allowance of £17,842 pro rata to hours worked (£9.25 per hour). The post holder will comply with, and promote, the Gallery's Environmental policy, and work to ensure that environmental awareness and responsibility is implemented effectively within their areas of responsibility. 		

1. Main purpose of the role:

To provide support to The New Art Gallery Walsall by offering administrative and practical support to the artistic programme of the venue; principally supporting the Technical Services, Exhibitions, and Collections teams with administrative and practical tasks, supporting exhibitions and artists projects, and building operations. There will be a requirement to provide occasional support to other departments including Learning and Engagement, Marketing, and Front of House.

2. Role specific duties and accountabilities:

- To provide general assistance to the wider programme of exhibitions, artist residencies, events, and other projects at The New Art Gallery Walsall.
- To assist with administrative support relevant to the Technical Services team, including both Exhibition projects and Building maintenance, such as meeting notes and finance support, as well as assisting in research relevant to project delivery
- To assist with practical support relevant to the Technical Services team, including assisting with day-to-day technical work, upkeep of technician's workshop, work within storage areas, and assisting with building checks.

- To assist with practical support relevant to the Exhibitions and Collections teams, including photographic records, checking of deliveries and collections, and the packaging and storage of artworks
- To assist with the preparation of supportive materials for Exhibitions, artist projects, and events, such as labels, resources, and condition reports
- To provide general assistance, as required, within an office environment, such as emails, filing, meeting preparations, and tidying of office resources
- To provide assistance to the wider programme of activity within The New Art Gallery Walsall, as required, such as to assist with administrative activities for Finance and Resources, Marketing, or Learning and Engagement teams; to assist with Front of House activities in the shop, Reception desk or in the galleries.

3. Corporate duties and accountabilities:

- The post holder will comply with, and promote, the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within their areas of responsibility.
- The post holder will comply with, and promote, the Gallery's Environmental policy, and work to ensure that environmental awareness and responsibility is implemented effectively within their areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



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Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
Abilities/Skills:		
A familiarity with and an interest in Art	A/I	3
An interest in exhibition displays and artist projects	A/I	3
An understanding of the role of a Gallery in presenting art to the public	A/I	3
The ability to help organise and assist with exhibitions and events	A/I	2
Ability to provide basic administrative support	A/I	3
IT literate with the ability to use Microsoft Office, email, Internet and databases	A/I	3
Ability to use office equipment such as photocopiers, scanners and digital cameras	A/I	2
An understanding of the importance of team work as well as the ability to work on own initiative	A/I	3
Excellent interpersonal skills	I	3
Good written communication skills	A	3
Good verbal communication skills	A/I	3
An understanding of the need to adapt behaviour and language as appropriate for the audience group you are working with	A/I	2

An ability to be empathetic and sensitive to different people's needs			A/I	2
Ability to prioritise efficiently, time manage, work to deadlines			A/I	3
Ability to respond positively to line management direction			A/I	3
Ability to prioritise efficiently, time manage, work to deadlines and respond positively to line management direction			A/I	3
Flexible, reliable, practical and resourceful			A/I	3
Good attention to detail			A/I	2
An ability to respond calmly and professionally in challenging situations.			A/I	2
The ability to deal with enquiries from customers, colleagues and other organisations both over the telephone and in person in a polite and sensitive manner, and to pass on accurate messages			A/I	3
Other Essential Requirements				
An awareness of, and commitment to, equality of opportunity			A/I	3
Awareness of, and commitment to, confidentiality and handling data			A/I	3
Prepared by:	Kevin Storrar	Date:	June 2021	