

FRONT OF HOUSE VOLUNTEERS

VOLUNTEERING AT NEWLANDS HOUSE GALLERY

Volunteers at the Newlands House Gallery are a vital part of the work that we do. If you are looking to learn or develop new skills, enjoy engaging with people from around the world, or gain experience volunteering in a gallery, consider joining our team as a volunteer.

We are currently recruiting for Volunteers to join our Front of House Team. If you are interested in talking with visitors, passionate about Petworth the Arts and Culture, or want to build up your customer service experience, then this role is the one for you.

If you have any questions about the role, please give us a call on 01798651002, or for an information discussion email Loucia.manopoulou@newlandshouse.gallery



JOB DESCRIPTION

Newlands House is a new gallery inspired by the historic associations of Petworth and Sussex with great artists, writers, and designers from times past.

Running in parallel with exhibitions dedicated to modern and contemporary art, photography and design, the gallery's annual cultural programme builds on the heritage of Petworth and the town's reputation for excellence in music, literature, and antiques.

Newlands House occupies a spacious Grade II listed Georgian townhouse and adjacent coach house in Petworth, West Sussex, in the heart of the South Downs. Spanning 7,500 square feet, the building was originally built for Dr. Newlands in the 18th century and was previously occupied by an antiques and interiors shop, Augustus Brandt Antiques. Petworth boasts one of the country's largest art collections, housed in the National Trust's Petworth House and Park, and sits at the centre of Sussex's burgeoning cultural scene, spanning museums, art centres, festivals, vineyards, nature trails and stately homes.

Since opening in March 2020 with a tribute to Helmut Newton, the Newlands House Gallery has exhibited the work of some of the world's greatest artists from the 20th and 21st centuries, including Ron Arad, Joan Miró, Sean Scully, Liliane Tomasko, Julian Opie Frank Auerbach, Eve Arnold and Leonora Carrington.

We are proud to be an independent gallery which is supported by a thriving Gallery team and a team of volunteers.

N **NEWLANDS HOUSE** **GALLERY**

We rely on our Front of House volunteers to work alongside the gallery paid staff to make a difference to each visitor who comes to visit. As the first face visitors see when they arrive, you would be selling tickets, and items in our shop, providing a warm and friendly welcome and helping visitors on their visit. This role would involve a mixture of standing and sitting at a desk, speaking to visitors, and using a digital till to make sales.

We are looking for people who can regularly volunteer, ideally one day per week. Newlands House Gallery is open 5 days a week:

Wednesday - Sunday: Weekdays 10am- 5pm
Sundays and Bank Holidays: 11am- 4pm

There are two shifts available each day. Shifts are:

Wednesday - Saturday: 9:45 - 1:30pm and 1:15 - 5pm
Sunday: 10:45 - 4pm

FRONT OF HOUSE VOLUNTEER TASKS

- Welcoming visitors to the Gallery
- Selling tickets as well as items, books artworks in the shop using a till
- Keeping leaflets about the Gallery stocked and tidy
- Answering questions from visitors
- Following the Gallery's health and safety
- If willing and happy to, provide a short ten-minute talk on a particular exhibition/display
- Invigilate the gallery providing additional protection and security of the collections and objects on display
- Ensure our visitors have a safe and enjoyable visit with regards to health and safety
- Recognise and respond to the specific needs of all our visitors
- Assist with the evacuation of visitors in an emergency situation
- Inform the Duty Manager of any problems or issues

WHAT'S IN IT FOR YOU?

- Develop or practice your skills in communication and customer service
- Develop your skills in using a Point of Sale system
- Be part of a wonderful team at a unique independent gallery with a passion for arts, culture and creativity
- Learn about and share your passion for Petworth's and Sussex's history
- Access custom training opportunities and behind-the-scenes previews
- Meet contemporary artists and lead professionals from the cultural ecosystem i.e., curators, collectors, academics etc
- Gain valuable experience to enhance your CV and job applications
- Free entry for you and a guest to the exhibition; discount in our Café and Shop

No experience or qualifications are necessary as this is an excellent opportunity to gain new skills.

- However, this role would suit people who:
- Have good communication skills, good at starting conversations with people of all ages
- Are welcoming, approachable and helpful

- Are proactive with a positive nature, an interest in providing an excellent visitor experience
- Enthusiastic and willing to learn about the Exhibitions and the artists
- Reliable, well-presented, friendly and polite
- Comfortable working as part of a team; supporting other volunteers
- Ability to work with and without supervision

HOW TO APPLY

Give us a call to register your interest on 01798651002 or send us an email at Loucia.manopoulou@newlandshouse.gallery

WHAT HAPPENS NEXT?

If you would like to volunteer with us, we will get you onsite to discuss about the role, introduce you to our team and get you started on some basic training. It's as easy as that!

HEALTH AND SAFETY RESPONSIBILITIES

You will be responsible for your own health and safety and that of others with whom you volunteer, by reporting all potential and actual health and safety matters including accidents using the correct procedures. You will be supported in your knowledge by completing our health and safety E- learning module.

EQUALITY AND DIVERSITY

Volunteers from all backgrounds and experiences are welcome. We are committed to equality and diversity and creating a welcoming environment where all feel valued. Newlands House Gallery has a responsibility to ensure all volunteers are eligible to volunteer in the UK.