

Vacancy Summary

Job Title	Visitor Services Assistant
Salary	£4,739.49 per annum (FTE £17,536 p.a.)
Location	Gosport Gallery and SEARCH
Hours	10 hours per week
Type of Contract	Permanent

The Trust is looking for a Visitor Services Assistant at Gosport Gallery and SEARCH. Working with the team of volunteers and using your excellent customer service skills, you'll provide a welcoming and informative first point of call for visitors to the venue. With experience in front of house duties, you'll be an effective communicator, assisting and offering advice on customer queries. You will also support the development of new experiences on the site.

The successful candidate will be able to demonstrate ability in rostering, cash handling/banking, customer service and IT responsibilities also include on-site health and safety, security and maintenance. Coordinating a team of volunteers you will aim to ensure that all visitors have a high quality and safe experience at the site. You will also be a key point of contact for teachers and students visiting the site for programs at SEARCH.

Weekend work will be part of the role, in addition to weekday shifts. There will also be opportunities to work special events that may take place out of normal opening hours. You will have the willingness and flexibility to provide cover for annual leave and sickness for other team members.

To apply please email a full CV together with a cover letter explaining why you would excel in this role to hr@hampshireculturaltrust.org.uk . Please note that only complete applications will be considered.

Closing date for applications	Sunday 23 February 2020
Interview date	Thursday 5 March 2020

About the trust

Hampshire Cultural Trust was established in 2014 to promote Hampshire as a great cultural county, and our vision is to be renowned for creating world-class cultural experiences that enrich and transform lives. We manage and support 26 arts and museums attractions across Hampshire and deliver county-wide outreach programmes that bring great culture to local communities. We also deliver a diverse range of wider social impact initiatives targeted at those who are most vulnerable or disadvantaged and who would not usually have access to arts and culture.

HCT is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring service. Applicants successful at interview may be required to undergo Disclosure and Barring service checks as applicable to the role.