



Deadline For
Applications:

Sunday 7
January,
11pm

PRIMARY

**FRONT OF HOUSE
& GALLERY ASSISTANT**

PRIMARY

Application Timeline

DEADLINE FOR APPLICATIONS

Sunday 7 January, 11pm

RESPONSES

Tuesday 9 January 2024

INTERVIEWS

Friday 12 January 2024

If you require information in a different format or have any questions regarding accessibility – in relation to the application process or the role – please contact:

admin@weareprimary.org

Job Description

JOB TITLE

Front of House & Gallery Assistant

LOCATION

Primary, 33 Seely Road, Nottingham, NG7 1NU

SALARY

£11 per hour

TERM

12-month freelance contract, starting week beginning 22 January 2024 (inclusive of induction)

SHIFTS

Thursday – Saturday, 9.45am – 6.15pm, during exhibition periods only*.

Additional hours will be available on occasions where Front of House (FoH) support is required for the delivery of public programme events and activity. Activity can take place outside of exhibition periods and often during evenings and weekends.

*Confirmed exhibition periods for the term are:

25 January – 30 March 2024
Sonya Dyer | Ready Room

7 June – 17 August 2024
Summer Exhibition (TBC)

September – November 2024
Autumn Exhibition (TBC)



William Hunt, *A Vessel*. Photo by Reece Straw



Guillaume Pilet, *Dream A Little Drama*. Photo by Reece Straw

**Our mission is to commission,
produce and present art exploring
ideas that affect societal change.**

**We are a dynamic space for
creative research, new work,
and collaboration, expanding
who is involved in making art
and connecting local and global
communities.**



About Primary

Primary is an artist-led contemporary visual arts organisation and charity housed in a characterful Grade II listed former school in Nottingham. We are an Arts Council England National Portfolio Organisation, and in 2020 we reached a significant milestone by purchasing our building to ensure the long-term sustainability of our vision.

Our site and ethos create a unique environment for creative research where the value that we collectively produce is much more than the sum of its parts. We provide studios and strategic development for artists alongside a free public programme of commissions and events. We support 45 diverse resident artists and 20 members from a broad range of critically engaged visual arts practice, workshops including clay, weave, and design, outdoor and garden spaces, independent galleries, a bookshop, and the award-winning Small Food Bakery.

Our programme includes regular exhibitions, commissions and residencies – working with artists to experiment and make new work; long term strands of collaborative work with local communities; artist development activity; performances and events; and work in the public realm.

The Primary staff team currently comprises: Director, Operations Manager, Engagement Curator, Public Programme Curator and Artist Development Curator, all of whom work part time. Governance and oversight are provided by a Board of Directors/ Trustees, who together with the Executive and wider staff team ensure the effective running of the organisation.

This is an exciting time to join Primary at a pivotal phase in our development. Having secured the ownership of our building, completed the first phase of refurbishment, and with support from the Arts Council England NPO (2023–26) and Paul Hamlyn Foundation (2023–27) we will become an increasingly open, accessible, and publicly facing space. Our proposed activity over the coming years will build on the physical changes to our site to ensure that our organisational and staffing structure; creative programming and spaces are more inclusive, shaped by feedback and designed through co-production.

Role Description

Main Duties & Responsibilities

Front of House

- Welcome visitors and offer them information and guidance to enrich their experience of Primary's public programme, which includes exhibitions and events.
- Engage positively with visitors to Primary's exhibitions and events.
- Request that visitors complete feedback surveys.
- Act as a key contact for audiences and visitors.
- Promote exhibitions, public programme, studios, artist development and associated events to visitors.
- Offer exhibition literature, Primary's newsletter and other printed materials to visitors.
- Offer accessible versions of the exhibition literature where required, this includes Braille, Large Print Format, and Audio Description.
- Help visitors in navigating the building and site, as well as public spaces located within.
- Help to maintain the galleries, reception and other public spaces to ensure high standards of safety, accessibility, cleanliness and communication.

Invigilation

- Open and close the building and exhibitions by switching on and turning off equipment.
- Ensure spaces are clean, clutter free and safe for visitors.
- Ensure the exhibitions and artworks are protected, safe and presented as specified.
- Support day-to-day building management, by opening and closing the building.
- Attend training, inductions, exhibition walkthrough and briefings.
- Develop a strong understanding of Primary's exhibitions to respond to visitor questions and conversations with confidence.

Working Environment

- Monitor and maintain a safe, healthy and secure working environment.
- Minimise danger by being proactive, particularly in the event of an emergency.
- Reduce discomfort and risks arising from accidents and signs of illness.
- Review workplace assessment of risk.

Administration

- Support visitors in completing feedback surveys using the Illuminate platform using the iPad.
- Offer paper feedback surveys to visitors where preferred.
- Carryout additional administrative tasks where required e.g., audience monitoring, data input, marketing distribution.
- Work within Primary's [Equity, Diversity & Inclusion Action Plan, Equal Opportunities Policy](#), statement and [Health and Safety policies and procedures](#).

During shifts the Front of House & Gallery Assistant will be supported by another member of Primary's staff team. In rare occasions (e.g., sickness) the FoH Assistant will be the sole Primary staff member onsite. Other public spaces located in Primary including [Beam, Gallery, Bookshop and Café](#) will be open during FoH shifts and staffed independently.

Personal Specification

The successful candidate will have an interest in contemporary visual arts, be reliable and well organised with excellent attention to detail. They will provide an informative and friendly welcome to all visitors alongside gallery invigilation, administration, maintaining the security of exhibitions and undertaking reception duties.

The successful candidate must be registered as self-employed.

How To Apply

Please send an Expression of Interest (maximum of 1 side of A4) to admin@weareprimary.org

In your expression of interest please tell us:

- Why you are interested in the role
- What you hope to gain from the opportunity
- Tell us about relevant skills, experience and interests (as outlined in the person specification).

If you wish you can also supply the following documents:

- Curriculum Vitae (optional) (1 side of A4 max.)

Interviews will take place at Primary on 12 January 2024. The panel will comprise of two members of Primary's staff team. Unfortunately, we are unable to provide feedback to all applicants.

Please also complete our [Equal Opportunities form here](#).

Primary accepts alternative forms of application – if you prefer to, you can send us a video or audio file (1–2 minutes in length) instead of a written expression on interest to admin@weareprimary.org addressing the same points detailed above.

Files can be sent via a WeTransfer link, OneDrive, Google Drive, Dropbox, or similar platform.

Access information

Please note that Primary is based in a Victorian School building. We have recently undergone capital refurbishment works that have made the ground floor of our building more accessible, improvements include a new level-access entrance and installation of an accessible toilet. Our first-floor spaces are only accessible by stairs. We support reasonable adjustments and will work with candidates to meet the demands of the role, making adaptations where necessary. If you require information in a different format or have any questions regarding accessibility – in relation to the application process or the role – please contact admin@weareprimary.org

Primary Re-opening event. Photo by Tom Morley



PRIMARY

33 Seely Road, Nottingham NG7 1NU

www.weareprimary.org
[@weareprimary](https://www.instagram.com/weareprimary)