

SOMERSET HOUSE

SOMERSET HOUSE TRUST
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BACKGROUND

Somerset House is a spectacular neo-classical building in the heart of London, sitting between the Strand and the River Thames. The building you see today, built on the site of a Tudor royal palace, is one of London's architectural gems. It was designed by Sir William Chambers and constructed between 1775 and 1803 to accommodate government offices including the Navy Board and the learned societies.

Somerset House Trust was established in 1997 to maintain and conserve the historic site that extends across six acres, run a centre for culture and the arts and to open up the site for the enjoyment of the public. In 2000 the restored courtyard, South Wing and River Terrace opened to the public.

Since 2000 the Trust has established a distinctive public programme, with an ice rink in the winter and concerts and an open-air film season in the summer. Somerset House Trust presents an integrated public arts programme across the site in collaboration with The Courtauld Institute of Art, whose acclaimed collections are now complemented by a series of exhibitions on contemporary fashion, architecture and design in our Embankment Galleries which have included *Maison Martin Margiela '20' The Exhibition* and *Dior Illustrated: Rene Gruau and the line of Beauty*.

Additionally, Somerset House hosts the prestigious London Fashion Week in February and September each year, and from April 2011 we will host the World Photography Festival.

Somerset House is also home to a growing number of creative organisations including the British Fashion Council, The Courtauld Institute of Art, The Sorrell Foundation, The Clore Leadership Programme, The Royal Society of Literature, Sound and Music, Editorial Intelligence and a group of artists and writers in residence.

JOB DESCRIPTION

Visitor Services Gallery Assistant

Somerset House runs a programme of temporary paying exhibitions and free displays. We are looking for a team of people available to work from 20 March to 4 April 2012. Hours are full and part-time and will include late nights and weekends. The post holder will work for the Visitor Communications and Public Displays Department. The Somerset House Trust Gallery Team is an excellent opportunity to work within the cultural sector for those who enjoy interacting with the public and ensuring their safety and visitor experience. And for those who want to be an excellent ambassador for Somerset House Trust.

KEY TASKS

- To be welcoming and attentive to ensure a high quality of visitor experience at Somerset House
- Sell admission tickets and exhibition merchandise
- Invigilate the gallery to the highest possible standard and monitor exhibits in order to inform others of necessary repairs or improvements
- Actively promote exhibitions and events taking place on site
- To be fully informed about Somerset House, its history and current programme
- Carry out visitor research surveys
- Be part of a team that will give a series of Gallery tours to the public (optional)
- Carry out other ad-hoc duties in line with the post which may be required

PERSON SPECIFICATION

ESSENTIAL

- Previous experience of working in a customer service environment
- Excellent cash handling skills
- Enjoy working in a visitor facing role and be able to engage with the public
- Committed and focused approach to work
- Must be proactive and have excellent problem solving skills
- Must enjoy working as part of a team
- Excellent communication skills
- Have an interest in art and design and or photography
- Flexible in approach to work and hours
- Must be visitor focused as outlined in our team code of conduct
- Previous invigilation experience

DESIRABLE

- Knowledge of Health and Safety and First Aid
- Knowledge of other languages