

# THE PUBLIC

## Work Experience Job Description

### Visitor Assistant

#### Job Title

- Visitor Assistant

#### Job ref

- VA1

#### Job Purpose

- To assist in daily duties within the an arts centre and gallery.

#### Organisational Position

- You will report directly to the Learning Coordinator and the Duty Manager, working with all venue staff

#### Main Duties

- To welcome people to The Public
- To guide small groups of visitors round The Public
- To provide information about art work currently displayed in the Gallery
- To showcase how all the interactive exhibits work
- To provide information about current and upcoming events at The Public
- To be a source of knowledge and reference point for all visitors to The Public
- To assist venue staff in any other relevant duties and tasks

#### Personal Attributes

#### Skills and Abilities

- Excellent communication skills
- To deliver information in an enthusiastic way
- To be an ambassador for The Public

#### Personal Qualities

- Welcoming, helpful and pleasant
- Flexibility, and patience with all visitors to The Public
- Commitment to equal opportunities and practices
- Presentable and professional