# **The Pier Arts Centre**

# **Receptionist**

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| **Employer:**  | The Pier Arts Centre |
| **Job Title:** | Receptionist (Maternity cover)Temporary |
| **Salary:** | £14,500 - £15,500 per annum pro-rata |
| **Hours of work:** | The post will be for 35 hours a week and will include weekend work. |
| **Overtime:** | No overtime is paid |
| **Reporting to:**  | Visitor Services & Communications Officer |
| **Contract** | 9 months Temporary contract with probationary period of 2 months |
| **Annual leave** | Leave is calculated on a pro-rata basis relative to the start date. 28 days annual leave. The leave year runs from 1 January – 31 December |

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| **Job Purpose** |
| * To provide a warm welcome and gallery information to visitors, perform reception and retail duties, along with finance and administrative support, and to contribute to the smooth and efficient running of the Centre.
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| Job Activities |
| * Reception duties including: welcoming visitors, providing orientation and gallery information, answering all telephone calls, transferring calls to other staff and taking messages as appropriate.
* Carry out daily shop procedures including cash handling and retail administration.
* Maintain retail areas, merchandise displays and shop stock levels.
* Process orders gained through the Pier Arts Centre’s online retail presence.
* Ensure that the visitor experience at the Pier Arts Centre is the highest quality possible.
* Perform financial and administrative duties to support the Centre’s Business & Finance Officer.
* Attendance at private views, readings and lectures – occasional evening work as required.
* Undertake any other duties that may be required to assist in the smooth running of the Centre.
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| **Person Specification** |
| **Education & Qualifications, Knowledge, Experience and Personal Qualities****Essential*** A welcoming and friendly attitude.
* Practical retail experience including cashing-up and stock management.
* Experience in dealing with the public.
* Administrative experience.
* Attention to detail and accuracy, in both words and figures.
* Excellent oral and written communication skills.
* Ability to work on own initiative and as part of a team.
* Good IT skills.
* Ability to work under pressure and prioritise.
* Good interpersonal skills.
* Post holder will be willing to undertake training to enhance and increase their skills.
* A positive interest in the visual arts

**Desirable*** Previous experience in a creative environment
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| If you wish to discuss the post informally contact the Pier Arts Centre Visitor Services & Communications Officer on tel: 01856 850209 on at isla.holloway@pierartscentre.com |

The Pier Arts Centre is a regular funded organisation of Creative Scotland and is also funded by Orkney Islands Council.