# **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.