

## Candidate Information

**Position:** Gallery and Collections Assistant  
**School/Department:** Civic Engagement and Strategic Communications  
**Reference:** 25/112909  
**Closing Date:** Monday 13 October 2025  
**Salary:** £28,133 - £29,594 per annum  
**Anticipated Interview Date:** Wednesday 29 October 2025

### JOB PURPOSE:

To assist and provide clerical support the Curator & Collections Manager in the maintenance of the University's art collection and the delivery of the Gallery's exhibitions and events programme. To supervise the running of the Naughton Gallery space.

### MAJOR DUTIES:

1. Day to day supervision of the Naughton Gallery space including liaison with Security and Maintenance staff and contractors; ensuring the Gallery is opened to visitors in accordance with University requirements and museum standards.
2. Assist in the ongoing preventative care and display of the University's art and departmental collections and to promote access – both physical and intellectual – to the Naughton Gallery and these collections, including the maintenance of museum-standard record systems.
3. Provide clerical support for the core functions within the Naughton Gallery, following established processes and procedures to ensure tasks are completed within set timescales:  
liaising with artists, suppliers and customers; maintaining and updating inventory databases and visitor mailing lists; assistance with the administration of exhibitions and outreach projects; arranging external meetings, booking rooms, travel, transport etc.
4. Process purchase orders, invoices and expense claims, and assist in the monitoring of the Unit's budgets through the University's financial system (QFIS).
5. Provide clerical support to the Naughton Gallery team by producing a range of documents according to university templates/formats e.g. general correspondence, artist contracts, reports, agendas, minutes, committee papers, grant applications etc.
6. Supervision of casual invigilation staff and volunteers, including the organisation of rotas and calculation of hours. Maintaining Gallery calendar of events including internal and external hires and charging.
7. Liaison with artists, conservators, and other suppliers regarding the installation of exhibitions in the Naughton Gallery and artworks around the University. Use and maintain specialist museum and general office equipment and ensure that they are in working order, organising building maintenance, communicating with office suppliers and central departments such as Purchasing and Estates.
8. Maintenance of the Naughton Gallery website. Acting as first point of contact for visitors to the Gallery and those communicating via the website and other social media.
9. Organising the printing and dissemination of invitations and publicity materials. Assistance with the preparation of catalogues and other printed material.
10. Assist with the drafting of press and publicity releases and liaising with the Communications Office over the dissemination of press releases, photocalls and similar events. Responsibility for external listing of all Gallery events.
11. Acting as the Health & Safety representative for the Gallery, ensuring all staff have undertaken the necessary training in the appropriate areas and that any matters are brought to the attention of the Directorate's H&S Committee. Contributing to the risk assessments associated with the installation of art in the Gallery and around the University.
12. Assistance with the Gallery's outreach programme and other Gallery events.
13. Such other duties as may be required and which fall within the general remit of the post.

### ESSENTIAL CRITERIA:

1. A minimum of 5 GCSEs at Grade C or above (or equivalent) to include English Language and Mathematics or NVQ Level 2 Administration.
2. A minimum of one years' relevant experience of working in an art gallery, museum or similar cultural organisation to include:
  - Clerical support for core functions including liaising with artists and suppliers, drafting contracts, maintaining and updating databases, and arranging artists' travel and the transportation of artworks.
  - Processing invoices and monitoring budgets.
  - Front of house duties and customer care.
  - Experience using a range of IT packages, including MS Office, relevant to area of work.
3. Keyboard skills.
4. Numerate and accurate when working with figures and handling payments.
5. Ability to maintain and issue stock items.
6. Ability to record, store and retrieve information.
7. Ability to understand relevant procedures including Health and Safety requirements.
8. Good written communication skills.
9. Provide effective customer service. Have the ability to deal efficiently with face to face, telephone and external enquiries.
10. Ability to communicate effectively with staff, students and members of the public.
11. Ability to work on own initiative and as part of a team.
12. Flexible, willing to adapt to new tasks and duties.
13. Ability to make decisions and to plan and prioritise within remit of post.
14. Organised, methodical approach to work.
15. Ability to work unsociable hours on occasion.

**DESIRABLE CRITERIA:**

1. Educated to degree standard or equivalent, preferably in visual arts, history of art, museum studies or similar.
2. A minimum of two years' relevant experience.
3. Experience of museum-standard software e.g. MODES.
4. Experience of drafting press and publicity material.
5. Evidence of ability to organise or motivate staff.
6. Experience of using web-maintenance software.
7. Experience of the safe handling of artworks.
8. Interest in and knowledge of contemporary arts.
9. Ability to undertake off-site training

**ADDITIONAL INFORMATION:**

Informal Enquiries to Hannah Brogan - [h.brogan@qub.ac.uk](mailto:h.brogan@qub.ac.uk)