

STREET LEVEL PHOTOWORKS

Volunteer Role: Reception / Gallery Assistant

Role Purpose	To greet and assist visitors, invigilate exhibition spaces, sales assistant and help with general admin tasks.
Specific Tasks	Welcoming visitors to the gallery; answering and transferring phone calls; taking bookings for darkroom and courses; updating databases; talking to visitors and answering questions about the exhibition and the work of Street Level; maintaining shop stock; completing sales transactions; exhibition space invigilation and keeping spaces tidy; supporting evening talks and events.
Skills and Qualities Needed	A welcoming and friendly manner, some familiarity with using IT and willingness to learn; interest in photography and working as part of a team.
Commitment	8 to 16 hours a week worked in options of half days or full days – 9.30-5.30.
Support and Training	The volunteer will be given regular one to one guidance and support. During this support any relevant training that may be required will be identified and the volunteer will be offered suitable training to meet their need. <i>All hours offered in this role can be claimed back as free access to facilities, some restrictions apply to Flextight scanner, does not include film processing or digital print costs.</i>
Expectations of Street Level Volunteers	<ul style="list-style-type: none">• Willingness to abide by Street Level's policies.• Co-operation with administrative tasks.• Commitment to attend on-going training.
Location	Street Level Photoworks, Trongate 103, Glasgow G1 5HD
How to Apply	Please complete the attached application form and email to: reception@streetlevelphotoworks.org OR post to the above address with the subject line 'Volunteering'.
Deadline	Friday 9th February, 3pm.