

Role Details	
Job Profile:	Exhibitions Assistant
Department:	Exhibitions
Hours:	28 hours per week
Working Pattern:	To be agreed with successful candidate. Some evening / weekend work will be expected.
Salary:	£18,782.40 per annum FTE / £15,026 per annum pro rata
Reporting to:	Head of Exhibitions
Direct Reports:	None
Location:	DCA Building with some home working currently due to Covid-19

The Role	
Job Purpose:	<p>Responsible for assisting with the organisation with the delivery of DCA's exhibitions, publications and public programmes.</p> <p>The job holder will assist and support the planning and delivery of DCA exhibition projects and Publications, as well as provide general support to the Head of Exhibitions and the wider Exhibitions team. The role will contribute to a wide range of work relating to the galleries at DCA.</p>
Key Outputs & Accountabilities:	<p>To assist and support the planning and delivery of DCA exhibitions</p> <ul style="list-style-type: none"> • Assist with research for exhibitions, events and projects • Help produce and source exhibition related material for use in the Information room, including publications, artists information, videos, website and any other material as appropriate, with other teams as required • Assist with the preparation of information for internal and external communications regarding the exhibitions programme • Provide support as required in the preparation and organisation of exhibitions, talks and events • Help update online exhibitions listings information • Assist with the maintenance of the DCA Exhibitions archive • Liaise with DCA Communications team in relation to the preparation of exhibitions material both online and in print. <p>To provide general administrative assistance to the exhibitions team</p> <ul style="list-style-type: none"> • Receive and process telephone, post and email communications • Assist with maintenance of exhibition files and documents

	<p>relating to the gallery programme</p> <ul style="list-style-type: none">• Liaise with colleagues to organise travel and accommodation for artists and other guests of the exhibition team• Attend exhibitions team meetings and prepare minutes when required• Assist the Head of Exhibitions with the preparation of reports and gallery documents as needed• Assist with sourcing and ordering exhibitions consumables and equipment• Arrange travel and accommodation for Head of Exhibitions• Manage team diaries <p>Programme support</p> <ul style="list-style-type: none">• Assist and contribute to the delivery of online and in-person events as part of the Exhibitions public programme, occasionally introducing artists and guests, and giving talks and tours• Liaise with DCA's Learning, Cinema, Communications and Visitor Services teams to ensure the smooth delivery of cross departmental public programme events• Assist with research for exhibitions, public programme, publications and travel, including liaising with artists, writers, partners and co-publishers• Facilitate loans with lenders and partner organisations• Compile documentation and exhibition information for press purposes, liaising with DCA's Communications team• Prepare images, artist bios and credits for external purposes <p>To provide budgetary support to the exhibitions team</p> <ul style="list-style-type: none">• Prepare and process exhibitions team invoices and payments• Process team expenses and prepare and process company credit card purchases• Support Exhibitions Coordinator with the maintenance of exhibitions budget and expenditure sheets, including company credit card records• Assist with exhibitions financial reports as required• Liaise with colleagues and's Finance team to assist with any financial/budgetary issues and requests• Assist the Head of Exhibitions in preparing funding applications <p>Publications</p> <ul style="list-style-type: none">• Manage DCA's stock of ISBN numbers• Liaise with and supply DCA publications and printed material to the Legal Deposit Agency and Libraries• Help fulfil publication distribution requirements, including liaising with DCA's distributors and stockists <p>Other tasks</p> <ul style="list-style-type: none">• Undertake tasks as directed commensurate with the role as may be reasonably required
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Person Specification	
Essential:	<ul style="list-style-type: none">• Knowledge of and keen interest in contemporary art• Relevant experience of working professionally in a support role within an arts organisation in the public sector. This can be either paid or voluntary work.• Proven research and organisational skills• Proven administrative skills, including IT – specifically good competency in MS Office Suite and corporate email systems• Good interpersonal skills
Desirable:	<ul style="list-style-type: none">• Working knowledge of software suites such as Adobe Photoshop and InDesign• Demonstrable interest in connecting contemporary art to other artistic disciplines such as cinema, writing and poetry• Knowledge of and some previous engagement with the contemporary art community in Scotland/the UK

Please note we are unable to provide sponsorship for a work visa so candidates should ensure they already have or are able to obtain the right to work in the UK before applying.

The job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the role.

How your information will be used

In order to progress your application, for administrative purposes, DCA will record, keep and hold the personal data which you have provided in this application stored in our HR files. Your data will not be transferred to any third parties outside of DCA. If you are successful DCA will retain this data as part of your employee record which will be stored on the basis of our Privacy Policy. In the event your applications is unsuccessful, we will hold the application and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it. If you have any questions about DCA's use of data please contact us.