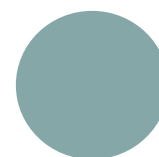


PHOTOFUSION

HOME FOR THE MAKERS
IN THE HEART OF BRIXTON
LONDON.



Front of House/Gallery Assistant - Job Description

This is an excellent opportunity to work in an arts organisation, learning the fundamentals of exhibition and programme planning as well as effective marketing and communication skills.

Specific Responsibilities include:

- Welcome audiences into Photofusion's gallery, be well versed on the current exhibition and able to answer, or find answers to, basic questions about the work.
- Manage the audience booking system which will be in place until the COVID threat passes. Audiences are being booked in small numbers via Eventbrite. This may also involve directing traffic into and through the gallery and ensuring that all visitors are following COVID safety measures.
- Manage our audience survey programme which is required of us as an Arts Council England National Portfolio Organisation.
- Assist in the coordination of any gallery programming including artists talks or workshops. Most programming is currently being delivered online, which is likely to continue until the threat of COVID passes. Like most arts organisations, much of our artistic programming takes place in the evenings and you should be available to cover this (late starts or time of in lieu to be agreed).
- With support from other members of staff, develop a social media schedule to support the gallery and education programme. This will involve planning, coordinating and captioning images, and evaluating analytics.

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VAT NO. 238160962
REGISTERED IN ENGLAND.
REGISTERED NO. 2629158

- Assist with the installation and takedown of exhibitions.
- All employees of Photofusion are required to familiarise themselves with the film processing, darkroom, courses, and membership booking system. You will be asked to accept and log film processing, darkroom, courses, and membership orders into our database system. Along with other members of staff, you will be responsible for answering the phone and assisting our customers. As well as monitoring our info and bookings email account.
- Be an active member of the team, attend staff meetings and gallery planning meetings.
- In the event of lockdown, Photofusion will continue to operate although your responsibilities may shift towards assisting with online delivery of programming.
- This is a 3-4 day a week job (we're interested to hear what works best for you), but must include Saturdays, paying the London Living Wage.

Closing Date: 9am, Monday 8th November.

How to apply:

- A short CV (no more than two pages)
- A cover letter (no more than two pages) outlining how your experience is relevant to this role
- Please send everything to info@photofusion.org

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