

# VOLUNTEER PROFILE



## Gallery Invigilator – Ruthin Craft Centre

### About the Team:

Ruthin Craft Centre is recognised as Wales' premier centre for the applied arts, presenting exhibitions of the highest quality from Wales, the wider UK and around the world. Ruthin Craft Centre comprises of three galleries, artist studios, a retail gallery, education workshop and residency workspaces. The centre's exhibitions are both temporary in-house productions, and tour to other venues in Wales, the wider UK and internationally. Exhibitions are complemented by an extensive and educational community-based programme, aimed at raising awareness and increasing public understanding of the Applied Arts. This is further complemented by a quality retail gallery where selected work by local and national applied artists and designers are available for sale to the public.

### Key Tasks:

- Welcome visitors and the public to the centre, providing a first-class customer experience
- Assist the front of house operations run smoothly and to its usual professional standards.
- Be a point of contact for public enquiries for the gallery, offering visitors support and information on the exhibition, gallery and wider cultural offer at Ruthin Craft Centre.
- Be able to talk with knowledge and confidence about the artworks and exhibitions on display at the centre, and show a genuine interest in the arts
- Engage with visitors, ensuring they have any resources or information that explains the exhibition whilst keeping a watchful eye over artwork and exhibition materials.
- Assist in keeping a record of visitor feedback when necessary.
- Create a welcoming atmosphere for visitors ensuring the gallery is always tidy and exhibits are safely showcased.
- Be visible and engage with all visitors and staff, to ensure gallery guidelines and protocols are followed.
- Be familiar with the evacuation procedures and work with onsite staff to implement this in the event of an emergency.
- Report any issues in relation to security, cleanliness or safety.

*Mae'r ddogfen hon ar gael yn Gymraeg hefyd / This document is also available in Welsh.*



[www.denbighshireleisure.co.uk](http://www.denbighshireleisure.co.uk)

[www.ruthincraftcentre.org.uk](http://www.ruthincraftcentre.org.uk)

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### Requirements:

You do not need any previous experience; we are simply looking for someone who is friendly, approachable and has an interest and passion for the arts. All new volunteers will receive training and be supported in their role by Ruthin Craft Centre management and staff. The ability to communicate in both Welsh and English would be advantageous, but not essential for this role.

If you have excellent customer service, a willingness to engage with and help the general public, confident communication skills and enjoy working as part of a team then please get in touch. Due to the nature of the role, our Volunteers will need to agree to DBS check.

In return for your support, we offer our volunteers, free attendance on selected educational courses / workshops run through the Craft centre, and a free copy of exhibition catalogues associated with the exhibition you are involved in invigilating.

### Hours:

Ruthin Craft Centre is operational from 10am – 5.30pm Tuesday – Sunday.

We would work with volunteers to develop a monthly rota that would take into account any commitments or responsibilities they already have. Ideally, we would like our volunteers to commit to at least one or two 3 hour sessions per week.

### What happens next:

If you are interested in this opportunity, please visit the DLL website at [www.denbighshireleisure.co.uk/volunteering/](http://www.denbighshireleisure.co.uk/volunteering/) and fill in our short volunteer form. We'll then invite you in for a chat about the role and some training.

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