**Call for Casual Duty Managers**

CCA is seeking individuals to join the team as Casual Duty Managers (DMs). These ad hoc DMs are trained to open and manage the CCA building, creating a safe and welcoming environment for all visitors to CCA. Casual DMs are called upon to open CCA either during our regular hours, during staff absence (such as annual leave or sickness), for specific events or for private hire events, which may involve evening or weekend hours. DMs act as the front of house and representative of CCA and so a polite, professional and friendly demeanour is essential to the role as well as experience of keyholding, operations, health and safety and ability to talk about contemporary art.

**SALARY:** £10 per hour

**DURATION OF POST:** Permanent, subject to successful completion of a six-month probationary period

**PLACE OF WORK:** CCA Derry~Londonderry, 10–12 Artillery Street, Derry~Londonderry, BT48 6RG, offsite on occasion.

**RESPONSIBLE TO:** Director, Head of Public Programmes

**HOW TO APPLY:** Complete application form and send with CV and completed Equal Opportunities Monitoring Form to info@ccadld.org - mark the subject as CASUAL DUTY MANAGER APPLICATION or by post to:

Mel Bradley

Office Manager

CCA Derry~Londonderry

10–12 Artillery Street

Derry~Londonderry

BT48 6TG

**DEADLINE:** 10 October 2022, Interviews will be held in the following month.

Purpose of post:

* Keyholding locking and unlocking CCA premises
* Acting as front of house, first point of contact for the public and hirers; responding to enquiries and requests in appropriate, professional manner
* Invigilate artwork; protecting fragile work from harm or theft, condition reporting
* Cleaning when necessary
* Undertaking visitor surveys as required
* Collating visitor information for reporting
* Assisting with exhibition installation and deinstallation if required
* Handling cash through donations and sales, cashing up and accounting
* Assisting with the safety of staff and visitors in the gallery
* Managing public events
* Communicating the ideas behind artworks and events clearly to a wide range of visiting public.

Person Specification

* Experience of working with the public
* Experience of working with exhibitions
* Building management
* Keyholding experience
* Lone working experience
* Experience of working in the third sector, community and voluntary organisations
* Excellent communicator
* Arts education, 5 GCSEs, BA or MA in arts desirable
* Reliability and punctuality
* Self-reliant team player, problem solving
* Close attention to detail and professionalism
* Positive approach and demeanour, patient and calm under pressure
* Commitment to Equal Opportunities
* Excellent spoken and written English
* Additional spoken languages desirable
* Emergency first aid training desirable

APPLICATION FORM

|  |  |
| --- | --- |
| POSITION APPLIED FOR | Casual Duty Manager |
| Full name |  |
| Pronouns (e.g. she/her) |  |
| Date of birth |  |
| Address |  |
| Postcode |  |
| Email |  |
| Telephone |  |
| Website (N/A if you don’t have one) |  |
| Nationality |  |
| Languages spoken |  |
| Statement: why I am applying for this role (Maximum 350 words) | (go on to second sheet if necessary) |
| Statement: what skills and experience I bring to this role (Maximum 350 words) | (go on to second sheet if necessary) |
| I have included my current CV | Y / N |
| I have included a completed Equal Opportunities Monitoring Form | Y/N |
| Referee 1: NameAddressEmailRelationship to you |  |
| Referee 2: NameAddressEmailRelationship to you |  |
| Signed |  |
| Dated |  |