



VISITOR EXPERIENCE ASSISTANT

The Hub, Sleaford

PG3 £18,792 per annum

35 hours per week

Fixed term contract for 12 months & Casual positions

Background Information:

Our Vision: Great Art for Everyone

The Hub delivers an inspiring programme of contemporary craft, design, dance and creative arts experiences, in Sleaford, across North Kesteven and beyond.

Home to the national centre for craft and design, our celebrated exhibitions showcase contemporary artists and makers from around the world. Our shop stocks an ever-changing collection of handmade craft objects and design gifts, and our CaféBar is a great place to enjoy locally sourced specialty food and drink.

The Hub offers a dynamic learning programme of workshops, talks, classes, competitions, special events and performances for all people, ages and abilities. We deliver creative activities in schools, community & care settings and online; and we work with our communities & partners to coordinate participatory arts projects, events, festivals, celebrations, and public commissions.

We're also home to Design-Nation, the UK's leading portfolio network for designers & makers of craft, design, and product.

The Hub is an Arts Council England National Portfolio Organisation, owned and supported by North Kesteven District Council and operated by Lincs Inspire Limited, a Lincolnshire based charity.

The Right Person:

This post comes at an exciting time in the Hub's development. Following a major capital refurbishment, we're looking for an enthusiastic creative individual to join our front of house team. The post-holder will deliver a key role in providing a first-class visitor experience to the Hub, whilst also assisting with the delivery of our busy exhibitions programme.

As a Visitor Experience Assistant, you will have excellent customer service skills and experience in a public-facing role. You will be confident in engaging with audiences of all ages and backgrounds and be adaptable to work in a range of front of house positions.

With a focus on supporting the delivery of our exhibitions programme, you will also assist with exhibition administration; provide gallery tours and talks; help with installing and de-installing exhibitions; handle and care for the exhibits; assist with the research and development of future exhibitions; and help with marketing tasks.

The role of Visitor Experience Assistant is for 35 hours per week and is offered on a fixed term contract for 12 months, (this will be reviewed and there may be an opportunity to extend this).

The Hub is open 7 days per week and the position will work on a two-week rota across weekdays and weekends. There is also the opportunity to provide additional duty management responsibilities, which is offered at a higher rate of pay.

We are also looking to recruit Visitor Experience Assistant's on a casual basis to support our daily operations.

This role will provide a broad overview of working within a contemporary arts venue. If you are passionate about craft, design and the arts, and would relish the opportunity to enrich the visitor experience of a leading cultural venue, we want to hear from you.

We are looking for people that reflect our diverse communities, to help us work in new ways and become more relevant to the people and communities we serve. We recognise that this is not present in our current workforce, so we particularly welcome and encourage applications from people with diverse backgrounds and life experiences.

For an informal conversation regarding the post, please contact Carl Ferro-Fields on 01529 308710 or email carl.ferro-fields@lincsinspire.com.

To apply for this post, please email your completed application form to HumanResources@lincsinspire.com, or post it to Human Resources, Lincs Inspire, Bradley Football Development Centre, Bradley Road, Grimsby, DN37 0AG.

Closing Date: 5pm, Friday 23 July, 2021



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