



# Exhibition Crew

## Job Description

<b>Role</b>	<b>Exhibition Crew</b>
<b>Salary</b>	£10.00 per hour (£10.50 per hour for any Duty Manager shifts undertaken)
<b>Duration</b>	40 hours per week Fixed Term Contract until 1 <sup>st</sup> December 2021. Please note that this role will require flexibility working across a 7-day shift pattern. This role will require successful candidates to work on weekends and/or during anti-social hours.
<b>Reports jointly to</b>	Programme and Engagement Manager & Operations Supervisor
<b>Location</b>	The Common Room, Westgate Road, Newcastle, NE1 1SE

### Job summary and purpose

The Common Room are seeking to appoint an enthusiastic and dedicated team of three Exhibition Crew members to support The Common Room's Opening Festival funded by The National Lottery Heritage Fund.

The Common Room's Opening Festival will welcome audiences to celebrate the reopening of The Common Room (formerly known as The Mining Institute) between July and December 2021. This festival will create high-profile cultural events bringing together communities disproportionately affected by covid-19 to connect with industry from the region. The festival will provide a space to connect on topical issues, learn about engineering career pathways and be inspired by engineering themed installations and STEM performances. Through this festival, we seek to provide an opportunity for our region's communities to reconnect and learn together in a building that was founded to be a space for innovation to solve our region's problems.

The festival will be a celebration of our industrial heritage with commissioned exhibitions and performances, lectures, events and tours.

For this role we require someone who is passionate and enthusiastic about our mission, is ready to roll up their sleeves and get involved in the delivery of activity, who enjoys meeting new people and is flexible and adaptable to support our business needs. We require an Exhibition Crew that enjoys having their fingers on the pulse of everything that's going on, are extremely organised, willing to learn and happy to help.

The Common Room of the Great North Ltd, Neville Hall, Westgate Rd, Newcastle upon Tyne NE1 1SE

T 0191 2332459 E [liz.mayes@thecommonroom.org.uk](mailto:liz.mayes@thecommonroom.org.uk)

Charity no: 1175946 Company no: 10609517 VAT Registration number: 264569274



We recognise that organisations that are diverse and inclusive perform better than less diverse organisations, so we are working hard to ensure that The Common Room has this balance on our team and Board to represent our region and steer our future strategy. We would positively encourage applications from underrepresented groups including BAME applicants, LGBTQ+ applicants and disabled applicants.

If you require any support with this application process, please do not hesitate to get in touch.

### **Job responsibilities**

- To work to support the Programme and Engagement Manager and Programme Coordinator to deliver our National Lottery Heritage Funded Activity Plan and other activity for the Opening Festival period.
- To welcome visitors and audiences into the building for all events and engagement activity across the Festival programme.
- To support to deliver the logistical elements of the Opening Festival including supporting audiences to understand and follow covid-restrictions on audience capacities and one-way systems in line with government guidelines.
- To support the Programme Coordinator with the collection of data and participant feedback from audience engagement during the Opening Festival activities.
- To support commissioned artists/ partners with performance/ exhibit/ exhibition set up and de-rig if required.
- To support the Operations Supervisor with commercial event set up where we have meeting bookings over the period.
- To support external facilitators to deliver engagement activities and workshops for members of the public.
- To support public safety in the building over the period.
- To undertake additional duties as may reasonably be expected.

All staff are expected to;

- Positively support equality of opportunity and equity of treatment of colleagues in accordance with the Diversity Policy/statement.
- Help maintain a safe working environment by attending training in Health and Safety requirements as necessary and following local safe working practices and the Health and Safety Policy.
- Understand and follow Safeguarding policies and to undertake safeguarding training as part of their induction process.

This position is public facing and will include supporting activities for young people and vulnerable adults. The successful candidate will be required to undertake an advanced DBS check before being able to commence work.

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## Person Specification

### ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

Communication and customer service skills	Front of house, visitor attraction or other public/ customer service roles. Supporting external stakeholders and partners in an events-based setting for example working alongside artists and/or public speakers.
Organisational skills	Operations and/or events support and delivery (eg, room set up/exhibition rig/derig) Extremely well organised, with great attention to detail, and an ability to coordinate, timetable and balance a broad range of priorities.
Personal Attributes	A commitment to the future of the North East of England. Comfortable speaking to members of the public. The ability to work on your own, as well as part of a team.

### DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE

Training will be provided upon appointment to the role.

Communications skills	Delivering and supporting public engagement activities/ events in the cultural, heritage and/or STEM (Science, Technology, Engineering and Maths) sectors.
Building Operations	Manual handling skills
Events administration	Knowledge of the needs of speakers, partners and participants in public lectures, conferences and events.
Activity Planning for Heritage	Experience of contributing to or undertaking the production of or delivery of Activity Plans for Heritage Projects and NLHF (National Lottery Heritage Fund) applications or similar cultural and heritage experience.
Volunteer Coordination	Experience of working with volunteers.

### Appointment timetable

<b>Monday 14<sup>th</sup> June 2021</b>	<b>Advertisements for post published</b>
<b>Friday 25<sup>th</sup> June 2021</b>	<b>Applications close 12 noon</b>
<b>w/c 28th June 2021</b>	<b>Interviews &amp; employment offer issued</b>
<b>12<sup>th</sup> July 2021</b>	<b>Contracted work begins, please indicate availability on your application</b>

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### **Information for applicants**

Applications by email to Lucy Stockdale email [lucy.stockdale@thecommonroom.org.uk](mailto:lucy.stockdale@thecommonroom.org.uk) by 12 noon Friday 25<sup>th</sup> June 2021

Applications must include:

- A letter of motivation stating why you are applying for the post and how your experience, knowledge and skills addresses the Job and Person specification for the post.
- An up-to-date curriculum vitae.
- The contact details (email and phone) of two referees one of whom should be your last or current employer.

Please indicate your availability to start the contract on 12<sup>th</sup> July 2021.

Please indicate your availability for interview the w/c 28<sup>th</sup> June 2021.