

Harbour House Trust  
Registered Charity number: 1178282  
Registered office address:  
Harbour House  
The Promenade  
Kingsbridge  
Devon  
TQ7 1JD  
01548 854708



**Front of House, Harbour House Trust, Kingsbridge**

Flexible hours with hourly rate of £12.21

Based at Harbour House, Kingsbridge

Responsible to: Administrator, Harbour House

Responsible for: Welcoming and engaging with visitors to enhance their experience at Harbour House and invigilating the gallery.

**About Harbour House:**

Harbour House Trust is a vibrant arts and wellbeing centre in Kingsbridge, dedicated to supporting creativity, community and connection. Our exhibitions and programmes bring people together to experience and engage with contemporary art in an inclusive and welcoming environment.

**Key Functions:**

To welcome visitors to Harbour House. With an understanding of the artworks displayed, the Front of House staff will be in a position to support the experience of visitors and to share information with those who are curious to know more as well as ensuring the safety and security of the artworks on display.

The Front of House staff will be accountable to the Administrator.

**Outline of role:**

- Present a warm, welcoming and professional first impression to visitors at Harbour House
- Greet visitors and be prepared to answer general queries, or offer signposting through the building if needed
- Welcome people to the gallery and be ready to offer information about the exhibition and engage with visitors to enhance their understanding and enjoyment of the work on display
- Encourage visitors to engage with free self-led activity in each exhibition
- read information supplied by programme team and attend briefings as required to acquaint yourself with the background of the artworks on display
- Ensure the safety and security of artworks on display
- Handle sales of associated merchandise, e.g. catalogues, through an electronic terminal - as and when applicable

- Liaise with Harbour House office and management team
- Maintain attention to the gallery and its visitors at all times
- Uphold and adhere to the Trust's Safeguarding, Health and Safety and other relevant policies.
- Uphold and champion the ethos and working culture of Harbour House Trust especially Equity, Diversity and Inclusion

#### **Key Skills**

- You will have a lively interest in contemporary art and a willingness to engage with new work
- You will have good communication skills with a wide range of people, and the ability to sensitively judge how much visitors would like to engage in discussion about the artworks
- You will have the ability to present a friendly and professional first impression to visitors at Harbour House, welcoming them into the gallery, directing them through the building or answering general enquiries as required
- You will have a professional manner and basic computer literacy
- You will have the ability to work alone and unsupervised in the gallery
- You are committed to cooperation and teamwork
- You are confident in communicating with a wide cross section of people.
- You are committed to the ethos and working culture of Harbour House Trust especially Equity, Diversity and Inclusion
- A Disclosure & Barring Service certificate is necessary for this role

#### **Interested in joining our team?**

Please send your CV and a covering letter or short video message to [info@harbourhouse.org.uk](mailto:info@harbourhouse.org.uk)