



Directorate: Tyne & Wear Archives & Museums

Post Title: Gallery Interpreter – AA709

Responsible to: Learning Officer

Grade: N3

Job purpose: The provision of interpretative services to members of the public, schools and visitors to the gallery. To assist visitors in their understanding and enjoyment of the gallery and ensure that it is well presented and maintained.

Main duties:

The following is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time:

- 1 Assisting visitors
 - to interact with exhibits through the provision of simple instructions and/or demonstrations on the use of interactive exhibits, as appropriate to their needs.
 - regulating visitor flow and collection of admission tickets.
- 2 To facilitate the needs of schools and colleges visiting by:
 - awareness of the National Curriculum and other courses as appropriate
 - tailoring demonstrations/presentations to an appropriate level
 - ensuring a managed flow of groups through the gallery
- 3 Assisting with special events and activities as required by curatorial, education and development staff.
- 4 Maintenance and cleaning of the gallery by:
 - simple maintenance and care of interactive exhibits (check fuses, change bulbs etc).
 - monitoring wear and tear of equipment and reporting defects.
 - general cleaning of the exhibits and gallery.
- 5 To work in accordance with TWM's Health and Safety at Work Policies and Procedures and actively promote anti-discriminatory practice and Equal Opportunities policies.