

GALLERY ASSISTANT

Department	Gallery Tresco
Reporting To	Manager
Salary/Hourly Rate	Competitive
Hours	Full Time
Contract Length	Seasonal (March – October)

We require a Retail Assistant for Gallery Tresco for the 2020 season

Duties include:

- Morning pre-opening preparations such as hoovering, taking out rubbish, cleaning windows, dusting and general tidying
- Taking phonecalls and documenting details
- Run our day to day diary of events, shipments and deliveries
- Operating the till, cash handling, including end of day banking and processing of credit card slips
- Unpacking paintings and items of stock
- Pricing stock, topping up stock, rearranging stock and creating artistic displays of glassware, ceramics, jewellery and other artworks
- Packing up paintings and artworks for shipping to the mainland and abroad, plus making shipping arrangements with our agent
- Assisting with hanging of paintings and artworks during the exhibition periods as well as replacing sold works on a regular basis
- Meeting and greeting clients, giving general information on the business plus additional info about boating and assisting with directions to the other venues and departure points on the island
- Assisting in hosting our Opening Night parties for the exhibitions, meeting artists, making sales, dealing with clients, pouring refreshments and helping with clearing away at the end of the evening
- Undertake on the job training to become conversant with the stable of artists within the gallery, plus any additional training deemed necessary

Our ideal candidate:

- Of smart, tidy and clean appearance, dressed appropriately for the creative environment
- A keen and friendly nature with a willingness to learn and take on responsibility in the Manager's absence
- Able to work long hours during the exhibition periods
- Heavy lifting will be required from time to time therefore a good level of fitness is preferable
- Able to work under time pressure
- Excellent customer skills are essential in this front of house role



About Tresco Estate

Tresco Estate is a family-run business on the Isles of Scilly, 28 miles from the Cornish coast, comprising Tresco Island, and Hell Bay Hotel on the neighbouring island of Bryher. Tresco Island comprises timeshare and rental cottages, two restaurants, an inn, a world famous garden, gallery, leisure spa, shop and a working farm. Hell Bay Hotel on Bryher is an award-winning boutique hotel with 25 suites, a 3 AA Rosette restaurant, Crab Shack, therapy shed, yoga studio and outdoor pool.

Working & Living Here

We offer excellent rates of pay, provide all staff with accommodation and pay for your travel from Penzance at the beginning and end of your contract period. All of our staff are paid at National Living Wage or above, and many positions offer gratuities and the option of paid overtime. We know a good team member when we see them, and there are regular opportunities for progression within our business.

Tresco and Bryher have small and welcoming communities and share a small school, located on Tresco.

Besides getting to work on a beautiful island with the beach on your doorstep, you'll also receive extensive benefits. These include 20% discount in our shop and restaurants, complimentary boat tickets and free use of camping equipment and kayaks to explore the islands, and preferential rates in our holiday accommodation so friends and family can come and visit.

To Apply

Please submit your CV and a covering letter to personnel@tresco.co.uk or Personnel, Tresco Estate, Tresco, Isles of Scilly, TR24 0QQ.