



## WEST LANCASHIRE BOROUGH COUNCIL

### JOB DESCRIPTION

<b>Directorate:</b>	Development and Regeneration Services
<b>Service:</b>	Arts Development
<b>Job Title:</b>	Retail and Events Officer
<b>Grade:</b>	Scale 5
<b>Designated Line Manager:</b>	Arts Development Manager
<b>Directly Responsible for:</b>	N/A
<b>Car Categorisation of Post:</b>	Casual

**Purpose of Job:** To provide a contemporary craft and gift shop facility within the Chapel Gallery, merchandising, encouraging high turnover stock and maintaining stock control systems. To also assist with the development of events, including their branding and marketing. To include set up of building, dealing with procedural, administrative and related tasks within arts services, including the opening and closing of building.

**Core tasks :**

1. To maintain the security of the Chapel Gallery including the opening and closing of the building, operate and maintain the CCTV security system.
2. To ensure the security systems are operated and maintained in proper working order reporting any faults immediately.
3. To liaise with suppliers to maintain SOR stock for the shop, maintaining letters of agreements, arranging payments in accordance with procedures.
4. To assist the Arts Development Manager with the purchase of stock, inputting information into the database and maintaining records in accordance with procedures. Ensuring deliver of goods, checking for faults and returning substandard products.
5. To sell artworks at the gallery and manage money in accordance with financial regulations and maintain a stock take procedure for the contemporary craft shop.
6. To maintain a quality display within gallery, changing displays and merchandising in accordance with procedures.
7. To ensure financial procedures for the shop and events are maintained, liaising with the Gallery Administration Officer to ensure that invoices are paid within the agreed schedule.
8. To facilitate the Arts Councils Own Art credit agreement scheme.
9. To coordinate and supervise events, liaise with stallholders, maintain agreements, health and safety regulations and financial procedures.

10. To assist in the installation / removal of exhibitions within the gallery as and when required.
11. To maintain procedures regarding building maintenance and set up of rooms as required ensuring the smooth operation of the facility.
12. To oversee public attendance during opening hours and answer routine enquires from members of the public.

**Customer Care:** To meet the Council's Standards of Customer Care at all times.

**Core Tasks:** To undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

**Equal Opportunities:** The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

**Health & Safety:** All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

**Legislation:** To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures

**Training & Development:** To comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

<b>Prepared by:</b>	Helen Juste	<b>Date:</b>	April 2016
<b>Approved by:</b>	Helen Juste	<b>Date:</b>	April 2016