



**Job Title:** Gallery Assistant & Social Media Coordinator

**Location:** St Ives Society of Artists, Mariners Gallery TR26 1NA

**Hourly Rate:** £12

**Type:** Part-Time, Permanent

**Hours:** 16 hours per week (must be able to work Friday & weekends)

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**Job Description:**

Are you passionate about art and adept with social media? Join our dynamic team as a Gallery Assistant & Social Media Coordinator! We're seeking a motivated individual to support our gallery operations while enhancing our online presence. If you're a creative thinker with a flair for communication and a love for art, this is the role for you.

**Key Responsibilities:**

*Gallery Assistance:*

- Greet and assist visitors, providing information about current exhibitions and events.
- Manage gallery front desk operations, including handling phone calls, emails, and in-person inquiries.
- Assist with the setup and takedown of exhibitions and events.
- Ensure gallery displays are well-maintained and visually appealing.
- Process sales transactions and handle basic administrative tasks.

*Social Media Coordination:*

- Develop and implement a social media strategy to increase engagement and visibility across platforms (e.g., Instagram, Facebook, Twitter).
- Create and schedule engaging content, including posts, stories, and event promotions.
- Monitor and respond to comments and messages, fostering a positive online community.
- Track and analyse social media metrics to assess the effectiveness of campaigns and make data-driven recommendations.



- Collaborate with gallery staff to highlight new exhibitions, artist features, and special events.

Qualifications:

- Previous experience in a customer service or gallery setting is preferred but not required.
- Proven experience managing social media accounts, with a solid understanding of current trends and best practices.
- Strong communication skills, both written and verbal.
- Excellent organizational skills with attention to detail.
- Ability to work independently and as part of a team.
- Proficiency in social media platforms (Instagram, Facebook, Twitter) and tools (e.g., Hootsuite, Canva, WordPress).

Additional Requirements:

- Flexibility to work weekends or evenings as needed for gallery events.
- Parking is available at the gallery if needed for commuting – this must be discussed with during the interview process.

**How to Apply:**

**Please submit your CV and a cover letter outlining your relevant experience and why you're excited about this role to [gallery@stisa.co.uk](mailto:gallery@stisa.co.uk) with the subject line "Gallery Assistant & Social Media Coordinator Application."**

**Join us and be a part of our vibrant gallery community, where your passion for art and social media can truly shine!**

**Closing date for applications: midnight Sunday 6th October 2024**