



**Whitby**  
Town Council

PANNETT  
ART  
GALLERY

## **Visitor Welcome and Facility Support Team Member**

**22.2 hours per week (3 days with some opportunities for flexibility)**

**£11.62 per hour**

Do you enjoy working with people? Are you passionate about heritage and culture? Are you enthusiastic about keeping our artworks, building, staff and visitors safe? Then this job is for you.

Our Visitor Welcome and Facility Support Team is focused upon the efficient and effective delivery of support services for Pannett Art Gallery (PAG) and Whitby Town Council (WTC).

Our team members play an active role in maintaining the highest standards of customer care with a family friendly focus, while ensuring the security and cleanliness of the gallery and throughout the building. Support services will encompass front of house, retail, admin, collections care and caretaking duties and assisting with a variety of events and activities for PAG and WTC.

We are looking for someone to join our small team to support the Town Council's daily activities, and to care for artworks, buildings, and visitors.

We need someone who is interested in engaging with our audiences and who is proactive about creating opportunities for others to enjoy, be inspired by, and to learn from the artworks on display.

Pannett Art Gallery and Whitby Town Council are committed to promoting Equality, Inclusion and Diversity.

**Please see our website for full job description:** [www.pannettartgallery.org/news](http://www.pannettartgallery.org/news)

### **What if I have any questions?**

We hope the information contained here is enough to help you decide if you want to apply. However, we welcome people getting in touch by email if they have any queries. Unfortunately, we do not have the capacity to have phone conversations with applicants, unless they have a specific access requirement.

### **How do I apply?**

Please apply by email to Helen Berry [Pannett.gallery@whitbytowncouncil.gov.uk](mailto:Pannett.gallery@whitbytowncouncil.gov.uk) by 9am on Monday 20<sup>th</sup> May 2024

Your application should include the following:

- A CV explaining relevant experience (no more than two pages of A4).
- A statement of interest (no more than 500 words) outlining how your skills and experience fit with who we are looking for.
- Contact details of two professional referees.

If shortlisted, interviews will take place on 23<sup>rd</sup> May 2024 at Pannett Art Gallery.