

# THE PHOTOGRAPHERS' GALJERY

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| <b>Post:</b>           | <b>Bookshop Specialist Sales Assistant</b>         |
| <b>Team:</b>           | Operations (Trading)                               |
| <b>Responsible to:</b> | Bookshop Manager                                   |
| <b>Contract:</b>       | 40 hours per week (days agreed via a monthly rota) |
| <b>Salary:</b>         | £24,000-30,000pa                                   |
| <b>Pension:</b>        | 6% of Salary                                       |
| <b>Holiday:</b>        | 23 days per annum pro-rata.                        |

## **The Photographers' Gallery – Background**

The Photographers' Gallery is the UK's leading centre for the presentation and exploration of photography in all its forms and a dedicated home for an international photographic community. Established in London in 1971, the Gallery has been instrumental in reflecting photography's pivotal role in culture and society and championing its position as a leading art form through a rich programme of exhibitions, talks, events, workshops, courses and other activities.

### **Organisational Purpose:**

**Our mission:** To champion photography for everyone

**Our Vision:** To stimulate public understanding and deeper engagement with photography and its value to society.

### **Our Key Aims:**

1. To be the UK's leading photographic gallery with international impact
2. To be the driving force for debate and new thinking about the role of the photographic image in society today
3. To place innovative learning, diversity and excellence at our core
4. To ensure long-term sustainability for the gallery and all its activities

The Photographers' Gallery is a registered charity with a turnover of £3.6 million per annum. It is part funded by Arts Council England and by individuals, companies and charitable trusts. Its trading activities contribute significantly to income.

### **The Operations Team:**

The Operations team is composed of the Director (Finance and Operations), Finance Manager, Senior Gallery Manager, Deputy Gallery Manager and Visitor relations team. In addition all three business Enterprises (Café, Bookshop and Print Sales) staff fall within the remit of the team. The post-holder is responsible for the management of the Gallery and technicians in the absence of the Senior Gallery Manager.

### **Bookshop Team**

The Bookshop team is a part of The Photographers Gallery business enterprises which includes a Bookshop, Print Sales Gallery, Private Event hires and the Café. These businesses have a combined turnover of approx. £1.4 million per annum. The Bookshop is expected to generate turnover of circa £560,000+ per annum for 2014-15 and an annual profit more than £50,000 per year. The team will comprise of c. five staff - three full-time and two part-time, as well as several casuals. The post holder will be line managed by the Bookshop Manager.

### **The Role**

To work alongside the Bookshop team to develop TPG's Bookshop as one of the UK's leading specialist outlets for photography books, magazines, and merchandise. To enhance the Gallery's visitor

experience by providing excellent customer service, specialist knowledge, source publications and maximize merchandise revenues creating an annual surplus which supports the charity's activities.

## Objectives

- To maximise earned income and profit within the framework of the Gallery's trading policy.
- To provide a welcoming and professional sales and information service for both Bookshop and Gallery services, events, and activities.
- Develop the activities and services of the Bookshop store, website, and social media to enhance the Gallery's profile world-wide.
- Safeguard the Bookshop's stock and assets; invigilate and secure the premises.
- Promote photography in all formats.

## Core Duties and Responsibilities of the Role

- Maximizing earned income and profit within the framework of the Gallery trading policy.
- Providing a welcoming and professional sales and information service for both Bookshop and Gallery services, events, and activities; ensuring implementation of the Gallery's access policy.
- Sharing the team's responsibility for safeguarding Bookshop stock and assets; invigilating and securing the premises.
- Ordering stock and ensuring that purchase and stock levels do not exceed agreed levels.
- To work with the Communications team to develop the Bookshop on-line.
- Developing good working relationships Bookshop customers and suppliers.
- Supervising in the absence of other managers
- Work with the manager to keep a control over overheads, staff costs and work as required when other team members are ill or on annual leave.

## Person Specification

- Experience in a similar/specialist retail environment.
- Good understanding of photography, art, and culture.
- Excellent communication and interpersonal skills.
- Experience in social media and online trading.
- An eye for display and visual merchandising.
- Maturity and the ability to handle confidential material with discretion.
- Flexibility, evening, and weekend work required.
- Good knowledge of bookshop suppliers and publishers.
- Technical knowledge of photography/cameras.

**Closing Date for Application is:** August 2<sup>nd</sup> 2021 at 12pm

**Interviews will be held on:** week beginning 9<sup>th</sup> August 2021

*The Photographers' Gallery is committed to equal opportunities and encourage applications from all persons without discrimination.*

*Whilst the above person specification is a useful guide to the experience level expected, we welcome applications from anyone who feels they could bring alternative skills or qualifications to the role, which would be of equal if not more benefit to the position and the organisation.*

To apply download an application form from <http://thephotographersgallery.org.uk/vacancies>  
Send completed application forms to [Vacancies@tpg.org.uk](mailto:Vacancies@tpg.org.uk)

The Photographers' Gallery is a registered Charity no. 262548.