

SLG

APPLICATION PACK FOR GALLERY ASSISTANTS (CASUAL)



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



Firelei Báez: Sueño de la Madrugada (A Midnight's Dream), 2024. South London Gallery. Photo: Above Ground



Leonardo Drew: Ubiquity II, South London Gallery, 2025. Photo: Andy Stagg

HOW TO APPLY

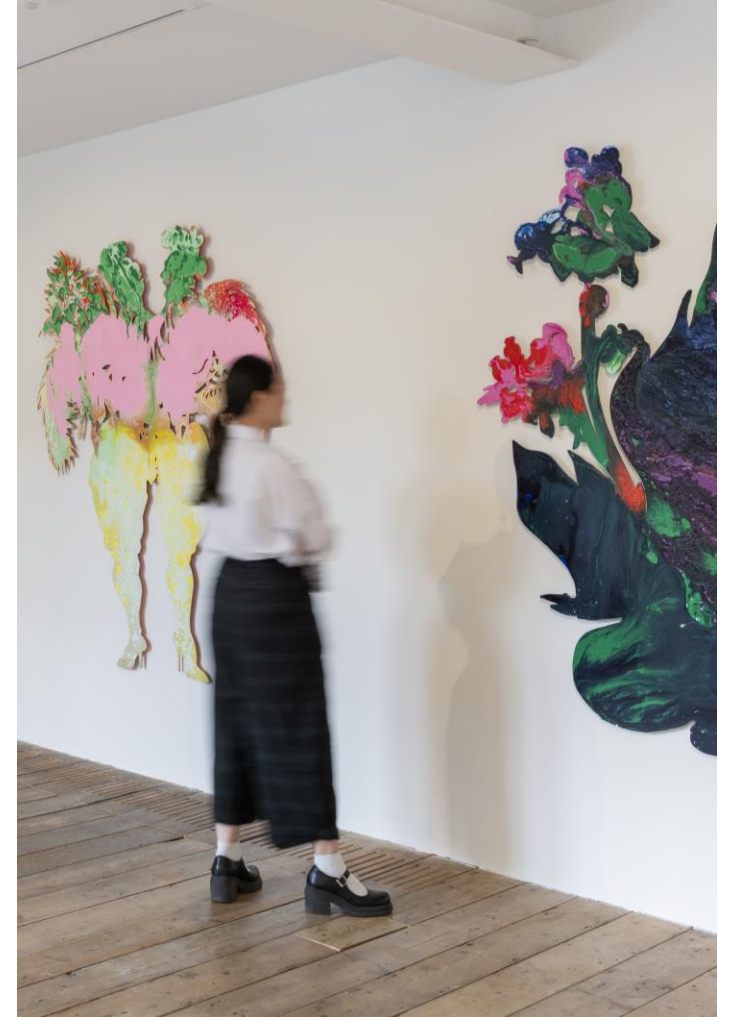
1. Please **visit** <https://www.southlondongallery.org/jobs/> to download an Applicant Details Form and Application Form.
2. Please **email both completed forms to:** recruitment@southlondongallery.org
3. Please also complete the anonymous, online equal opportunities monitoring form here: <https://www.surveymonkey.com/r/V5JQMF5>

The closing date for applications is **Friday 7 November, 5pm**. Applications received after that time cannot be considered.

An online information session about the role will take place on Thursday 30 October, 6pm. [Please register using this link](#).

If you have any queries regarding the process or the role please contact Craig Jones, HR Manager on 020 7703 6120 or at recruitment@southlondongallery.org

October 2025: Gallery Assistants



Firelei Báez: Sueño de la Madrugada (A Midnight's Dream), 2024.
Photo: Above Ground



HOW TO APPLY

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JOB DETAILS

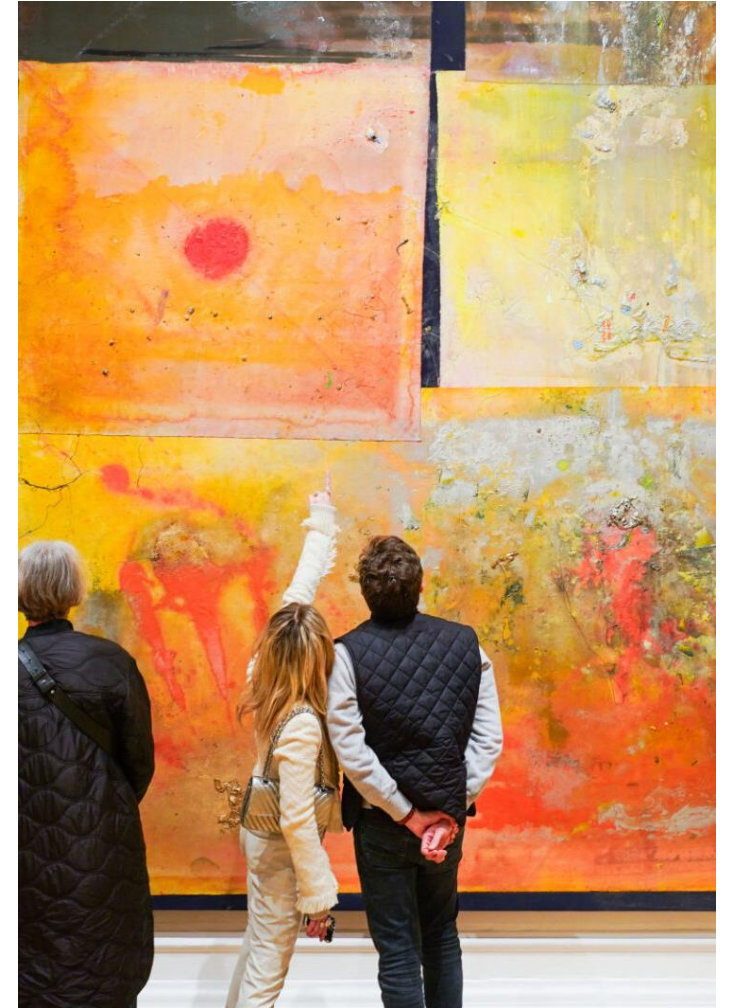
CANDIDATE

ABOUT THE SOUTH LONDON GALLERY

The South London Gallery (SLG) is a locally, nationally and internationally recognised centre for contemporary art with an acclaimed and award-winning education programme.

Founded in 1891 as a purpose-built gallery, the original site has expanded to include the Clore Studio and a café (since 2010); an artist-designed garden (opened in 2016); the Fire Station (opened in 2018); and Art Block, a space for local children and families on Sceaux Gardens estate.

October 2025: Gallery Assistants



Frank Bowling, Skid, 2024. South London Gallery, Photo: George Groves.

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ABOUT THE SOUTH LONDON GALLERY

“The gallery has a rigorous international programme, but still feels very local. It is very much about the area and the people that live around it.”

Ryan Gander, Artist

The year-round exhibitions programme showcases the best in international contemporary art, complemented by an events programme for people of all ages and interests. The gallery’s emphasis is on presenting new work by British and international artists, often by those who have rarely or never had a solo show in a London institution. Group shows bring together works by established and lesser-known British and international artists, whilst an ongoing residency programme provides opportunities for artists to develop new work and exhibit at the SLG.

October 2025: Gallery Assistants



South London Gallery, Photo: Andy Stagg.



THE PASSMORE EDWARDS
SOUTH LONDON ART GALLERY
AND TECHNICAL INSTITUTE

LAGOS, PECKHAM, REP...
5 JUL - 29 OCT 2023

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CANDIDATE

EQUITY, DIVERSITY AND INCLUSION

We particularly encourage and welcome applications from people from backgrounds which are underrepresented in museums and galleries, including people from low-income backgrounds, people from Black, Asian and ethnically diverse backgrounds and disabled people.

The SLG **fosters varied perspectives and experiences**, encouraging open conversations and active listening practices. We believe everybody is entitled to **feel welcome and safe** at the SLG and confident to express their authentic selves. We are committed to achieving diversity across our staff, board, programmes and audiences, to reflect society.

We aim to create a working environment that enables us to challenge structures and practices, to ensure that diversity is at the forefront of our organisation. We strive to be **fully inclusive and to proactively counter discrimination**.

October 2025: Gallery Assistants

After interviews, if it is necessary to select between candidates of equal merit, where known, we may select a candidate from a group that is underrepresented within our workforce.



Emerging Conversations, 2025. South London Gallery. Photo: Betty Zapata

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WHY WORK AT THE SLG

October 2025: Gallery Assistants

1. Competitive salary with a yearly review

2. Free fruit, cereal, tea and coffee available in the staff kitchens

3. Union recognition with BECTU

4. 20% discount at the SLG's bookshop and cafe

5. Access to discounts at a range of high street retailers and supermarkets

6. Access to free and discounted events including theatre, concerts, comedy and sporting events

7. Cycle to work scheme

8. 6% pension employer contribution

9. Wellbeing support – Employee Assistance Programme & trained Mental Health First Aiders



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JOB ROLE

Job Title: Gallery Assistant (Casual)

Salary: £13.95 per hour

Reports to: Operations Supervisors (and Line Managed by Operations Manager)

Place of Work: South London Gallery, 65-67 Peckham Road, London, SE5 8UH

A casual agreement is designed to enable flexibility. Work is available on an ad hoc basis to cover shifts when there may be increased demand, additional events or when permanent staff members are absent or on leave. The successful candidates will be paid for work they undertake but are not obligated to work set hours in any week. The amount of work will be dependent on shift availability and the SLG is not obliged to guarantee any hours before shifts become available.

This appointment is subject to a satisfactory DBS check

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Nairy Baghramian: Jumbled Alphabet, 2024. South London Gallery.
Photo: Jo Underhill

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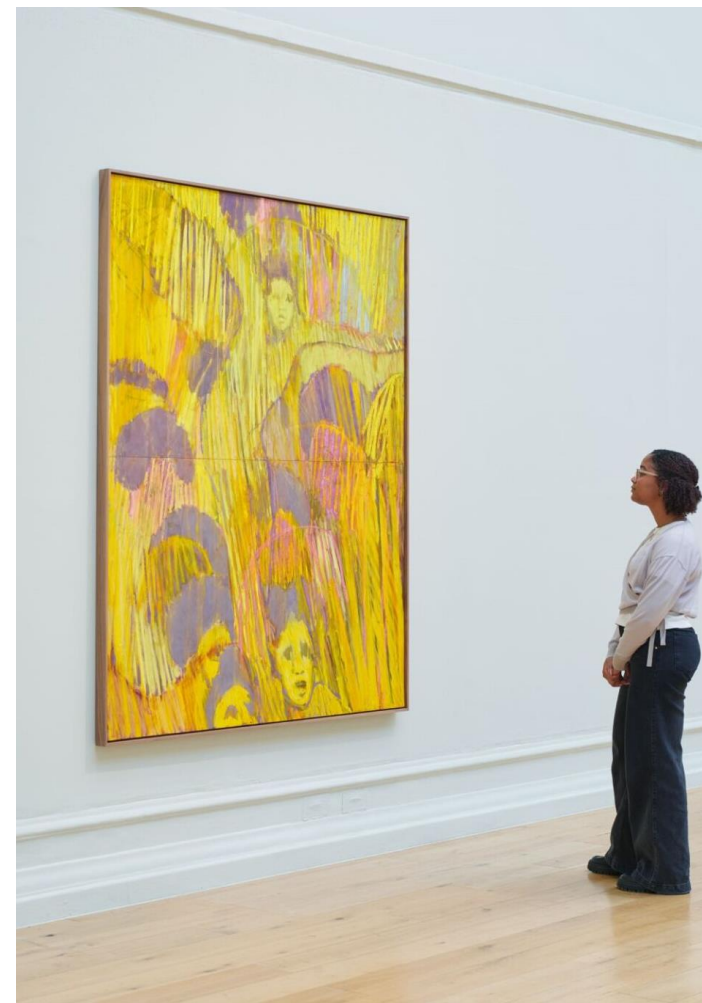
CANDIDATE

JOB ROLE

The South London Gallery (SLG) is looking for people to join our casual register of Gallery Assistants. Shifts will include exhibition previews, special events, and covering absences for our team of permanent Gallery Assistants. The primary responsibility of Gallery Assistants is to provide a warm and inclusive welcome for all visitors to the SLG, whilst ensuring the safety of the public and security of the artworks. Duties will include invigilating the gallery spaces, answering questions from the public and providing information on the exhibitions, artists and SLG's wider programmes, working on the front desk/bookshop and supporting the set up and delivery of events and private hires. Shifts will vary and can be during the day, evenings and / or weekends. The role may also involve delivering gallery tours for visitors about the SLG's history and current exhibitions (training will be provided).

The ideal candidate will enjoy engaging with members of the public and will have an interest in contemporary art. Previous experience of working within a public building or of working in a customer/visitor facing role is preferable. A commitment to learning about and communicating the SLG's programme is essential.

October 2025: Gallery Assistants



Christina Kimeze: Between Wood and Wheel, 2025. South London Gallery.
Photo: Andy Stagg



South London Gallery Bookshop. Photo: Dan Weill

KEY TASKS AND RESPONSIBILITIES

October 2025: Gallery Assistants

Invigilation

- be an informed and approachable representative of the SLG;
- ensure the protection of all artwork and visitor safety in line with current risk assessments;
- support artwork maintenance and condition checklists;
- and give introductory tours on current exhibitions, SLG history, architecture and gardens to a wide range of audiences.
Training, preparation time and information on the group will be provided in advance.

Events

- Support the smooth running of gallery events such as talks, film screenings and performances. This includes but is not limited to: set up and pack down, queue management, ticketing, serving alcohol (appropriate training will be provided) and occasional offsite work.

Visitor Services

- ensure all visitors are welcomed and provided with relevant information;
- deal with visitor enquiries relating to exhibitions, events and communities & learning activities, the SLG's buildings and facilities and opportunities to support the gallery, and/or refer them to relevant members of staff;
- collect surveys from visitors to SLG exhibitions and events
- Encourage visitors to donate to support the Gallery's activities via the 'tap to donate' points
- deal with any difficult situations in a calm and effective manner;
- cover the bookshop/reception desk when required; provide a proactive and high level of customer service to bookshop customers to ensure a positive experience; maximise shop, edition and ticket sales;
- answer the telephone and respond to general email enquiries;
- ensure all deliveries are swiftly dealt with by the appropriate staff member and maintain an organised and tidy reception area;
- keep up to date with staff by consulting the SLG calendar and be aware of staff diary schedules on a daily basis;

KEY TASKS AND RESPONSIBILITIES

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Expectations

- Gallery assistants should keep personal phones in their pocket, and they should not be used while invigilating
- Gallery Assistants are welcome to read a book whilst invigilating, but must ensure that this is only when visitors are not present, so that you are available to greet visitors
- Gallery assistants should wear an SLG t-shirt or sweater, or all black, while on shift
- Gallery assistants will receive a 30-minute paid break for any shift of more than 6 hours
- If you are unable to attend a shift due to illness, Gallery Assistants should notify the Operations team by 8.30am on the day of the shift
- If you need to cancel a casual shift you have committed to work, Gallery Assistants must provide a minimum of two days' notice.

General Responsibilities

- Be inclusive and anti-racist, and operate in accordance with the SLG's access and diversity, safeguarding, employment, health and safety, equal opportunities and other practices, policies and procedures;
- maintain a commitment to training and professional development;
- take an active role in supporting the SLG's environment & sustainability initiatives;
- be an advocate and effective representative of the SLG at private views, previews, other evening and weekend events as appropriate, and at external professional events;
- act as a keyholder as appropriate and required;
- have the ability to work evenings and weekends;
- and to undertake other duties as may be reasonably required.



South London Louie, 2022. Photo: Dan Weil

PERSON SPECIFICATION

October 2025: Gallery Assistants

This is a guide for the kind of skills and experience we would like you to have. We are looking for a candidate that meets the majority of the criteria, but you don't have to meet all the criteria to be considered.

Knowledge & Experience

1. Experience of providing excellent customer service in a public-facing environment

2. Passion for exceeding visitor expectations

3. Experience of maintaining a public building or venue

4. First aid and Fire Marshall trained

5. Knowledge of contemporary visual arts

6. Willingness to support environment & sustainability initiatives

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Skills & Attributes

1. Commitment to promoting and delivering diversity and inclusion across all areas of the SLG
2. Excellent interpersonal communication skills
3. Ability and willingness to actively engage with visitors
4. Ability to respond calmly and sensitively to evolving, challenging situations
5. Well organised with strong problem-solving skills
6. Reliable, flexible and punctual