

Moray Art Centre



RECEPTION ASSISTANTS

Background

The only ecologically-built exhibition space in the north of Scotland, Moray Art Centre is a high quality gallery and art facility situated in Findhorn. The independent Centre which has 2 exhibition spaces, 3 studios and 4 artist studios has an ambitions remit which will not only provide the local artists with a much needed venue but also receive exhibitions of artwork from international galleries and museums.

Outline of post:

To work as part of the Moray Art Centre Volunteer Team to provide an excellent customer service, creating a warm, friendly environment that people wish to return to.

General duties:

1. To serve customers showing high standards of customer care at all times providing a helpful and friendly service.
2. To be the first point of contact for visitors and referring people appropriately, giving directions, taking deliveries and answering queries.
3. Answering phone calls; answering queries, taking & passing on messages.
4. To carry out administrative tasks as delegated by the Moray Art Centre staff.

Those tasks may include

- Reservations & room bookings
 - Photocopying
 - Research – Internet, phone surveys, etc.
 - Post – sort & distribute incoming post / prepare outgoing post for collection
 - Filing
5. To carry out other duties within the reasonable expectations of the post.

Person Specification :

1. Customer facing skills
2. Strong communication skills in person and on the telephone – with customers and team
3. Strong ability with Microsoft Office – WORD & EXCEL
4. Able to work in a team, but also on own initiative.
5. Flexible, committed and punctual
 - Able to stay calm and friendly under pressure in a busy environment.
 - Keen to contribute to the development of Moray Art Centre