



Job Description

Job Title: Onsite Fair Volunteer

Department: Production

ARTROOMS: Held over 5 days, 'ARTROOMS' Fair fills an entire floor of the Meliã White House Hotel (Regent's Park) with over 70 international up-and-coming artists who will exhibit their talent to leading buyers, agents & journalists, **all for free!**

Job Summary:

ARTROOMS is looking for motivated individuals to join our onsite volunteer team for the duration of the fair (6 days). Volunteers work closely with our artists, operation team and visitors.

The role is varied and exciting, providing valuable experience for anyone interested in events and contemporary art. Activities include hosting and event support, liaising with artists, data capture and sales support.

The shifts duration ranges from 3 to 5 hours and you must be available in the days between 10th January and 14th January 2019.

Location: Meliã White House Hotel, Albany St, London NW1 3UP (Regent's Park, London).

Days & Hours: 3/5 hours per shift

Day	First Shift	Second Shift	Third Shift
Thursday 10 th Jan (Fair set-up)	10:00-14:00	12:00-16:00	17:00-21:00
Friday 11 th Jan (Private view)	10:00-14:00	none	17:00-21:00
Saturday 12 th Jan (open to the public)	12:30-16:30	16:30-20:30	none
Sunday 13 th Jan (open to the public)	10.00-14:00	14.00-18:00	18:00-21:00
Monday 14 th Jan (Fair dismantle)	10:00-14:00	14:00-18:00	



Salary: This is a volunteer position. Travel and food costs are not covered.

Voluntary period: From 10th January to 14th January 2019

Job Vacancies: 30 positions

Uniform: White shirt, black trousers and shoes

To Apply: Please email us at production@art-rooms.org and attach your current CV (if available).

Application closing date: 2nd January '19

Volunteer orientation meeting: 7th January '19 at 11:00 AM at the Melia White House Hotel Albany St, London NW1 3UP

Additional information

You will confirm your availability during your interview. You can decide to work with us for 1 day or for the entire duration of the fair. You can also indicate your preference towards specific tasks, but we ask you to be flexible and adapt to last minute changes.

If we offer you the position, you will be expected to carry out any of the tasks below and demonstrate a professional attitude throughout the entire duration of your shift.

These are general descriptions of volunteer tasks required throughout the fair.

Welcome

You will be at the two main entrances of the building, welcoming all visitors and pointing them to the Registration & Welcome Desk.

Front of House and Event Support

You will be the first point of contact for artists, partners and visitors. Tasks will include providing information and assistance, handing out fair guides, answering questions, collecting data and selling tickets.

Back-office

You will coordinate prints, signs and graphic packs for the venue. In addition to that, you will also set-up signs and posters across the venue, look after stock of tickets and any other outstanding graphics to print, including merchandising.

Roaming Information

You will be required to walk around the exhibition space and be visible for visitors. You will provide clear and friendly

information, helping people feel welcome and find their way around.

Private view & Conferences Check-In

You will greet and check-in visitors before entering the Conference Room. You will make sure people enter the assigned rooms at the appropriate time and check that they leave after each talk or presentation. You will also be required to look after the conference speakers.

Event Production

You will manage incoming and outgoing artworks, assisting with room set-up. You will be required to check the integrity of incoming and outgoing parcels and keep track of all the incoming artwork. You will be the first point of contact for delivery and you will direct.

Cloakroom Attendant

You will help visitors with their personal belonging and coats, in case they want to leave these in the cloakroom at no extra



cost. You will organise such process and set up a simple registration system to manage it smoothly.

Our ideal candidates will also:

- Represent ARTROOMS in a professional manner at all times.
- Show an appreciation for the visual arts
- Demonstrate strong communication and interpersonal skills
- Have good organization skills
- Comply with ARTROOMS health & safety requirements and be aware of and adhere to current ARTROOMS policies and procedures.
- Perform any other duty as required by the line manager in line with the post.
- Have a self-starter attitude and the ability to take ownership of projects up to completion

A member of our management team will be arranging an informal interview to meet all the applicants, explain the roles in more detail and answer any questions you may have about the art fair. Interviews are likely to be held between 10th and 20th December 2018 (excluding the week-end).

Benefits & Rewards:

- We will offer you up to 5 free entry tickets for your family & friends to visit the art fair.
- We have partnered up with a Business Psychology consultancy to offer you training towards your professional profile. As a member of the volunteer team, you will be given the opportunity to attend 3 free seminars run by an Executive Coach and/or Business Psychologist to help you build your personal brand and boost your CV.
- If you are able to attend and work for at least 3 days of the fair, we will provide you with a Volunteer certificate. The minimum attendance of 3 days is also a requirement for us to issue any references you may need for your future employment

