**Job Title Gallery Invigilator**

**Reports to Deputy Director of Collections**

**Job Purpose**

The Gallery Invigilators are required to supervise the safe and secure operation of the colleges Verey Gallery and other gallery spaces on Sunday afternoons throughout the year. The Invigilators will be required to welcome and interact enthusiastically with visitors of all ages. They will also be part of a team of two people covering the Verey, Millington Drake and Austen-Leigh Gallerias and will be responsible for leading visitors to the galleries from the Museum of Eton Life and back again.

**Key Roles and Responsibilities**

* Supervising the safe and secure operation of the gallery during Sunday opening hours
* Interacting positively with visitors of all ages
* Answering questions on the special exhibition and/or directing visitors to resources that may assist in answering their questions.
* Recording visitor numbers; passing on enquiries to Collections staff
* Operating as part of a team and working with other members of the College Collections team to oversee the gallery

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* Responsible, organised, and proactive
* A good understanding of spoken and written English
* Able to interact with visitors in a friendly and clear manner
* Commitment to the ethos of Eton College