

DUTIES

ALL MEMBERS ON DUTY ARE RESPONSIBLE FOR THE FOLLOWING:

➤ **REMINDER CALLS TO MEMBERS ON DUTY THE FOLLOWING DAY**

➤ **HOUSEKEEPING**

- DUSTING
- SWEEPING
- VACUUMING
- MOPPING
- MAINTAINING CLEANLINESS OF GALLERY TOILET
- SWEEPING PATHS OUTSIDE THE MAIN DOOR OF THE BUILDING
- ANYTHING ELSE YOU CAN THINK OF TO KEEP THE GALLERY CLEAN

➤ **CUSTOMER SERVICE**

- GREETING VISITORS TO THE GALLERY
- MAINTAINING VISITOR'S BOOK
- OFFERING PEOPLE'S CHOICE VOTING
- OFFERS VISITORS THE OPPORTUNITY TO BE NOTIFIED OF FUTURE EVENTS (ON THE BACK OF PEOPLE'S CHOICE FORMS)
- DISCUSSING ARTWORKS WITH VISITORS
- UNOBTRUSIVELY, "PATROL" WHILST VISITORS ARE IN THE GALLERY

➤ **OPENING**

- COLLECT KEYS FROM FISH CO-OP
- PLACE FLAGS AND SIGNS OUTSIDE
- OPEN BLINDS
- TURN ON LIGHTS
- TURN ON AIR CONDITIONING IF REQUIRED

➤ **CLOSING**

- BRING IN FLAGS AND SIGNS
 - CLOSE BLINDS (ENSURE OPEN WINDOWS ARE CLOSED AND LOCKED)
 - BRING IN FLAGS AND SIGNS
 - TURN OFF LIGHTS
 - LOCK DOOR AND SET ALARM
 - RETURN KEYS TO FISH CO-OP
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PLEASE NOTE: SOME TASKS, SUCH AS HOUSEKEEPING, NEED NOT BE DONE EVERYDAY. SIMPLY, INSPECT THE GALLERY AND ENSURE IT REMAINS CLEAN AND TIDY.

SPECIFIC DUTIES

➤ **OFFICE**

- TURN TILL ON
- ON ARRIVAL AT THE GALLERY COUNT FLOAT IN TO TILL – **NB: THERE MUST BE A MINIMUM OF 2 PEOPLE ON DUTY BEFORE REMOVING CASHBOX FROM SAFE**
- PROCESS SALES
- WRITE UP SALES IN “CURRENT ENTRY FORMS” FOLDER
- BALANCE TILL AT END OF DAY
- WHEN REPLACEMENT ARTWORK IS BROUGHT IN, COMPLETE ENTRY FORM AND LABELS

➤ **CUSTOMER SERVICE**

- GREETING VISITORS TO THE GALLERY
- OFFERING PEOPLE’S CHOICE VOTING
- OFFERS VISITORS THE OPPORTUNITY TO BE NOTIFIED OF FUTURE EVENTS (ON THE BACK OF PEOPLE’S CHOICE FORMS)
- OFFER THE OPPORTUNITY TO COMPLETE AN ENCOURAGEMENT SLIP
- DISCUSSING ARTWORKS WITH VISITORS
- UNOBTRUSIVELY “PATROL” WHILST VISITORS ARE IN THE GALLERY

➤ **KIOSK**

- ON OPENING, TURN COFFEE MACHINE ON
- CHECK MILK SUPPLIES AND ADVISE KIOSK MANAGER IF LOW
- KEEP KIOSK CLEAN
- SALES OF TEA, COFFEE, WRAPPED BISCUITS, MILKSHAKES, TOASTIES(MON & TUE ONLY), DEVONSHIRE TEA
- BALANCE TILL AT END OF DAY AND TRANSFER TAKINGS TO OFFICE TILL

PLEASE HELP EACH OTHER WHENEVER POSSIBLE

PLEASE ALSO NOTE:

- **You may not be rostered for duty if, at the same time, you are attending a class/workshop/academy group or involved in any other activity in the gallery which will interfere with rostered duties.**
- **We encourage members to bring their art to work on. However, please don’t use this as an excuse to avoid rostered duties.**