

# Edinburgh job – Gallery Assistant

The Edinburgh Printmakers Studio has a vacancy which must be filled by a young person on Jobseekers' Allowance.

[The advert](#) says :-

*Community Jobs Scotland Post – Gallery Assistant  
Edinburgh Printmakers is seeking a Gallery Assistant  
funded by Community Jobs Scotland*

*Work pattern: Weekdays, weekends and occasional evenings*

*Hours: 36 hrs per week*

*Rate of Pay: National minimum wage*

*Duration: This post is funded through Community Jobs Scotland and will be for 6 months*

## *Job Description*

*Assisting with day to day administration of Edinburgh Printmakers gallery and shop, core duties include general reception duties, serving customers, assisting co-ordination and installation of exhibitions, with event management, customer services including answering and directing calls, management of customer records, administering sales of artworks.*

*For further information, a jobs description and how to apply applicants should contact their local job centre. **Applicants must apply through their personal advisor at a local job Centre Plus to confirm eligibility for the Community Jobs Scotland Scheme.** Successful candidates must be aged 18-24 and be on Job Seekers allowance.*

*Deadline 5pm 16/11/2011*

*Interviews 18/11/2011*