



Vacancy: Part-time Gallery Information Assistant

About this position

Henry Moore Institute, Leeds, is seeking a part-time Gallery Information Assistant to join our friendly front of house team.

The successful candidate will:

- Enjoy working in a public facing role and actively engaging with visitors.
- Have excellent customer service skills.
- Be confident, friendly and a strong communicator.
- Have an active interest in the arts.
- Be a strong team player.
- Be punctual and reliable.
- Previous experience of working in a customer/visitor facing role is desirable.

We are looking for someone to work permanent contracted shifts during our exhibition periods (approximately 46 weeks per year) on the following dates:

Friday:	12:00–16:00
Saturday:	09:45–17:00
Sunday:	10:00–14:00

Members of the Information Team provide a warm welcome to people visiting Henry Moore Institute, engaging visitors in discussion about the artworks on display, assisting with orientation within the building and providing details of our exhibitions and events programme.

Information Assistants provide accessibility assistance as required, lead exhibition tours, conduct visitor surveys, and provide feedback to improve the customer experience. Information Assistants help to maintain the security, presentation and safety of Henry Moore Institute and its exhibitions. Information and exhibition inductions are provided before the start of each exhibition.

About Henry Moore Institute

Henry Moore Institute is a world-recognised centre for the study of sculpture, where we aim to make a significant impact on the future of art history, placing sculpture right at the centre. We achieve this through a programme of exhibitions, engagement and research that consistently re-thinks how we understand sculpture today, continuing Moore's legacy by making sculpture a necessary and relevant part of contemporary culture.

The Institute attracts over 100,000 visitors each year with free admission.

We value a diverse workforce and welcome applications from all sections of the community and under-represented groups.

Pay and staff benefits

Gallery Information Assistants are paid at the current rate of £13.45 per hour and a uniform will be provided.

Staff benefits include:

- Discount in the HMF book/gift shops.
- Interest free loans on purchases up to £1,000 (such as annual travel tickets, a bicycle or personal computer/laptop).
- Annual staff Christmas meal.
- Access to the employee assistance scheme.

How to apply

To apply please complete and return the application and Equal Opportunities forms to Seb Smith (Visitor Services Manager): seb.smith@henry-moore.org

We are unable to accept standalone CVs.

Successful applicants will be required to have a Disclosure & Barring Service (DBS) check prior to commencing work, and references will be taken up. Proof of eligibility to work in the UK will also be required.

Application deadline and interviews

Closing date for applications: **Friday 4 September 2026, 17:30**

Interviews: **Wednesday 16 September 2026**