



BRADFORD 2025

UK City of Culture

Role Description: Assistant Duty Manager, We Will Sing

Bradford 2025 is seeking freelance **Assistant Duty Managers** to play a key role in the day to day running of the [We Will Sing](#), a large-scale installation by artist Ann Hamilton at Salts Mill.

This is a key operational role that will support the Duty Manager with the smooth running of the installation and offer excellent standards of visitor care & welcome.

Working Hours

The installation will be open between 1st May – 2nd November 2025

Public opening hours are Wednesday – Sunday 11am – 4pm plus bank holidays

(NB there may be occasional out of hours work for special events)

We are looking to recruit a pool of **Assistant Duty Managers** who can work flexibly across a variety of days. Ideally, you would be able to commit to a minimum of 1 day per week throughout the exhibition opening period.

You will be required to attend a paid training session in late April.

Remuneration:

£13 per hour (minimum general shift length will be 6 hours, there may be occasional shorter shifts for special events)

This is offered as a freelance self employed contract.

Location

Salts Mill, Saltaire, BD18, 3LA

Responsibilities:

- Deputising for the installation Duty Manager as required, to include assisting with volunteer management, overseeing the installation for short periods, problem solving
- Assisting with the smooth running of the public programme including artist and participant liaison
- Welcoming & assisting visitors, offering information, directing them around the installation space



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- Counting & logging the number of visitors
- Assisting with managing the visitor capacities of different spaces
- Ensuring the safety & security of the artwork
- Alerting the Duty manager of any potential health & safety issues or problems
- Alerting the Duty Manager of any technical issues or problems with the artwork
- Assisting with the Writing to the Future engagement
- Assisting visitors with access requirements & providing information on available provision
- Assisting the Duty Manager in the event of an evacuation
- Asking visitors to complete evaluation questionnaires
- Assisting with the set up of any programmed events, eg choir performances etc
- Assisting with Reading to the Future programme
- General assistance with the installation eg replenishing newspaper racks, keeping the space neat & tidy etc
- Any other duties as required by the Duty Manager

Person Specification

You may bring a range of experiences to this role from a variety of different settings

- Experience working in a customer facing environment
- A friendly & welcoming manner & enthusiasm for assisting members of the public
- Confident directing & speaking to members of the public & volunteers
- Close attention to detail
- A 'can do' attitude and willing to assist where needed
- An interest in visual arts & culture
- Aware of accessibility and understand access provision

Desirable but not essential

- Experience working in a gallery or museum environment or other cultural setting
- Experience of working with or managing volunteers



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To Apply

Please submit a CV & covering letter to recruitment@Bradford2025.co.uk with the Subject Line 'Assistant Duty Manager'

Please include details of your availability

Closing Date: Thursday 3rd April

NB we may fill some positions as applications are received

Short interviews will be held on **Tuesday 8th & Weds 9th April**

If you have any questions about this role or would like to discuss any access requirements that you have, please contact recruitment@bradford2025.co.uk