



Art Hanging & Installation Assistants Required

- **Creative work environment**
- **Interesting work varying from day to day**
- **Pay rate \$25 p/hr (+ GST if registered)**
- **Training provided**

Art Hanging Systems is a busy, high-end art hanging business which provides a wide range of art hanging services and installs stylish and affordable picture hanging systems.

Energetic and enthusiastic assistants are required on a casual basis (2-5 days per week) to support the Senior Installers. General business hours are 7am – 4pm however flexibility is essential as working hours are affected by client requirements. A company shirt is supplied and is a requirement when attending work sites. This position will initially have a trial period.

Key duties

- Assisting the Senior Installer with the installation of artwork
- Installing art hanging systems under the supervision of the Senior Installer
- Loading and handling art hanging equipment, tools, ladder etc
- Attending on-site meetings at clients homes and offices
- Picking up and delivering hanging equipment and/ or artwork
- Answering phone calls, taking messages, making appointments in Outlook via an iPhone
- Cleaning up onsite after work has been completed
- Supporting the Director and the Senior Installer with other tasks as required
- Working in a clean and tidy manner, with respect to our clients environment

Skills, experience and qualities

- Experience installing artwork and/or art hanging systems is highly desirable, however training will be provided
- Attention to detail and precise working methods are essential
- Driver's license with good driving record
- Computer literacy with experience using Outlook
- Ability to work independently and display initiative
- An iPhone user experienced in apps
- Some trade experience or fabrication skills
- Presentable appearance, politeness and customer focussed attitude
- Having a flexible manner and an eagerness to learn new skills

**Desirable**

- Own transport
- Own tools eg. cordless drill, hand tools
- Knowledge of city, Inner West, Eastern, and Lower North shore areas
- An interest in art
- White Card, OHS General Induction Training
- Experience working on construction sites
- Customer service experience
- Preferably residing close to the city as most work happens in inner suburban areas
- Flexibility with days and hours

Applications

Email a brief CV and a covering letter that highlights your skills, experience and qualities. Please also include your availability from April - December 2011.

For more information please call James *between 10am-12pm only* on 1800 278 426.

We are an equal opportunity employer and encourage both women and men to apply.

Thank you