

D id Galerist

Revision : 1

Processowner : Henrike Suhr, Nina Schueler



Job Profile	Job Title	Galerist
	Rank	Officer
	Department	Gallery
	Superior	Hotel Director & Guest Commerce Manager / Head of Guest Commerce (Helios Class)
	Subordinates	Gallery Steward
	Aim	Professionally, successfully and independently manage the gallery including conducting auctions to increase OBR. Responsibly and faithfully handle all artwork entrusted to you for sale, the respective frames, photo mounts, etc. with business profitability in mind
	Educational Background	Completed studies in art history
	Certifications	Must align with the Mandatory Certification Matrix (in Corporate HESS-MS)

Core Competencies		
↓ 4-5 main characteristics mark with "x"		
x	Entrepreneurial Spirit	<ul style="list-style-type: none"> Thinks strategically Has a broad and forward-thinking approach Focuses on financial results
x	Result Orientation	<ul style="list-style-type: none"> Feels accountable for results Is proactive and ready to take decisions up to own responsibility Plans the work and monitors that results are achieved
x	Leading and Developing People	<ul style="list-style-type: none"> Leads and drives people towards targets Empowers people as appropriate and builds commitment Recognizes talent and develops people
xx	H.E.S.S.	<ul style="list-style-type: none"> Is safety driven Understands and respects rules Promotes sustainability Is accountable for his/her actions Follows all guidelines in the Corporate HESS-MS as well as the Environmental Compliance Plan (ECP)
	Innovation	<ul style="list-style-type: none"> Is curious Anticipates change and implements new ideas and solutions Challenges the status quo
	Service & Quality	<ul style="list-style-type: none"> Cares for the brand reputation in everything he/she does Adheres to the standards of service in his/her department Cares about guests/client's needs and exceeds in service and customer satisfaction Guarantees high quality standards living the service culture
x	Change	<ul style="list-style-type: none"> Is open and adapts to change Supports company-driven change and exploits opportunities that changes might bring Understands environment's evolution and reacts positively
	Cooperation	<ul style="list-style-type: none"> Communicates effectively Works in team and develops network Adopts the transparent and respectful approach Relates to others considering and respecting diversity

Language Skills		A1	A2	B1	B2	C1	C2
	English		x				
	German				x		
	Other: _____						

According to Common European Framework of Reference for Languages

Editor: Antje Benedict
Date: 18.07.2019

Verifier:
Date:

Approver:
Date:

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<p style="text-align: center;">Main Tasks & Duties</p>	<p>Main Tasks & Duties include:</p> <ol style="list-style-type: none"> 1. Responsibility for planning, organizing and conducting all art activities on board 2. Responsibility for working with the Superior to coordinate the efforts of assistants necessary to conduct auctions 3. Creating a plan for each voyage that specifies how to make guests aware of the art on board and entice them into purchasing 4. Providing expert information about artists, their works of art, their origin and their creative periods 5. Getting the 'artists in residence' on board involved in the art activities 6. Coordinating an auction schedule with times and places for the auctions and the gallery's hours of operation in close collaboration with the entertainment schedule and in constant communication with the Superior 7. Conducting auctions in the presence of the Gallery Steward, observers and assistants 8. Developing the onboard marketing plan for AIDAheute, Life TV, block of commercials, and video shoots; incorporate them in the travel video 9. Organizing the changing of the exhibits with assistants 10. Making sure the Gallery Steward creates <u>Creating the</u> supporting customs documentation (Offload List & Manifest) required for importing the artwork into Germany and ensure that the Gallery Steward gives the appropriate paperwork to the customer along with the artwork 11. Stocktaking 12. Creating transfer logs 13. Carefully creating invoices for gallery sales and auctions 14. Account for sales made by reporting to the Chief Purser / Rooms Division Manager 15. Providing feedback on art and art interests to the Hotel Director and Guest Commerce Manager 16. On Selection Class selling of BINGO tickets and Inventory of the BINGO checks
<p style="text-align: center;">Leadership Tasks</p>	<p>Leadership Tasks include:</p> <ol style="list-style-type: none"> 1. Active leadership to enhance and increase the HESS awareness within the department 2. Supervision of all work flows and fields of responsibility in regards to safety standards, labour-, environmental-, health and hygiene regulations based on HESS and ECP regulations and maritime social responsibility, in compliance with approved budgets 3. Responsible for an effective scheduling of all team members with the T&A 4. Evaluation and potential evaluation, motivation and training of all subordinates 5. Realization of professional, disciplinary and budgeted guidelines. In case of any deviations inform the superior straight and in detail as well as take action in order to determine, document and inform about any countermeasures 6. Assure a cross-divisional cooperation with the department heads shipside and the superior shore side 7. Fulfill assigned tasks and responsibilities in IPM (Integrated Pest Management)
<p style="text-align: center;">Other Responsibilities On Board</p>	<p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. Complying with all security safety, cleanliness and hygiene requirements 2. Carry out and maintain hygiene standards according to VSP, USPH and HACCP in the area of responsibility, including a proper waste management in order to assure a clean environment
<p style="text-align: center;">Skills & Knowledge</p>	<p>Required Skills and Knowledge include:</p> <ol style="list-style-type: none"> 1. Computer skills according to the department's requirements 2. Orientation to guest, placing of the AIDA smile and behavior of reclamation and feedback
<p style="text-align: center;">General Conditions</p>	<p>All guidelines of the company published in ConSense and Corporate HESS-MS apply. The Code of Business Ethics as well as all Corporation standards must be fully respected. The superiors have managerial and decisional authority. If necessary, the job holder may also be assigned with additional duties and responsibilities not specified before.</p>