



Sapling

STEP

## Curatorial and Gallery Assistant

Location of role: Sapling Gallery, 124 Mount Street Mews, W1K 3NR

Placement hours: 35 hours

Working pattern: 11 – 6 pm, Tuesday - Saturday

Placement length: 12 months

STEP Strand: Museum & Galleries

## About Sapling

Sapling is an art gallery specialising in contemporary voices and creating dialogues with art history. Based in Mayfair, we showcase an usually young cohort for the area with the aim to put our audience first when coming up with exhibition ideas. We like to ask the question, how does this exhibition serve the viewer?

We champion all things to do with loving nature. We've planted a garden outside the space. We also aim to rethink what you might expect from an art gallery. Our space is historic and

far from being a white cube space feels more characterful, and hopefully welcoming to the visitor.

Have a look at the website to see the kinds of projects we've been working on:

[www.sapling.gallery](http://www.sapling.gallery)

## About the role

An exciting opportunity has arisen to join Sapling Gallery as Curatorial and Gallery Assistant. This role sits with the small founding team and will take place at the gallery in Mayfair, though may involve research trips to libraries and galleries as required. You will assist and support the gallery team to deliver exhibitions and events; to research future exhibition ideas, new artists, and to write texts for Sapling's website and social media.

The STEP placement will train a curatorial and gallery assistant in two things. How to come up with an exhibition from start to finish, and how to run a gallery exhibition operationally.

### Key duties

- To be an ambassador for Sapling
- Greeting and interacting with visitors and providing information about the artworks when necessary
- To safeguard works of art when open to the public
- Researching artists and exhibition concepts as requested, gathering information from National Libraries and online to then write summaries
- Coming up with ideas for content about artists and the gallery's projects for social media
- Helping with the writing, editing, and researching of gallery invitations, artist invite packages, catalogue texts, biographic and bibliographic material, press releases, and exhibition fact sheets
- Preparing loan forms and master checklists
- Updating and keeping accurate records

To assist in the setup and invigilating of events

## Skills and experience

### Essential

- Good English language spoken and written skills
- Able to work effectively on own initiative and through teamwork

- Enthusiasm about working in a public-facing venue
- Ability to communicate effectively with a wide range of people
- Proactive, positive, and flexible approach to work
- Reliable, responsible, and trustworthy character
- Punctual and excellent time management skills
- Ability to manage challenging situations

#### Desirable

- Previous customer service experience
- Humanities research skills of synthesising information from libraries and online
- Foreign language skills
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## About STEP

STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector.

You must be;

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest and have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

## How to apply

Complete our STEP application form by 10am on Monday 17 October, you can upload video or audio responses.

## [STEP application form](#)

## For more information

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at [goodgrowthhub@anewdirection.org.uk](mailto:goodgrowthhub@anewdirection.org.uk)

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/programmes/step>

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**A NEW  
DIRECTION**  
We create opportunity

**GOOD  
GROWTH  
HUB**