



STEP



Gallery Assistant

Location of role: Nunnery Gallery, Bow Arts Trust, 181-183 Bow Road, London, E3 2SJ

Placement hours: Full time (35 hours pw)

Working pattern: On-site Wed - Sun, 9am – 5pm, including 1 hour for lunch. Occasional switch to Mon – Fri between exhibitions (when the gallery is closed)

Placement length: 12 months

Salary: £21,749.00 per annum (London Living Wage)

STEP Strand: Museum & Galleries

About Bow Arts

Since 1994, Bow Arts has nurtured London's diverse creativity and talent. We've provided artists and creative practitioners with affordable workspace, connecting them with local communities and supporting their professional development. We give communities

throughout London greater access to and interaction with the arts, through our schools programme, workshops, exhibitions and events.

We're an arts and education charity and a social enterprise; our services support the growth of sustainable local creative economies. Over 500 artists, designers and makers are affiliated with Bow Arts through our workspaces, Nunnery Gallery, affordable housing for creatives, and award-winning schools and young people's learning programme.

About the role

This role will be based in the Arts & Events team to support Bow Arts' public arts and events programme, including Nunnery Gallery exhibitions and events. A full induction will be provided, with further on-the-job training support. All staff are subject to an Enhanced Disclosure and Barring Service (DBS) check.

Job Description

Visitor service and customer relations – with relevant training, you will be able to:

- Assist the smooth running of the Nunnery Gallery front of house, including managing the space at weekends.
- Provide a first point of contact for enquiries about the gallery and exhibition/events programme.
- Assist in management of the volunteer programme, including recruitment, induction and training.
- Provide event and project management assist where required, including setting up events, monitoring and processing evaluation data.
- Ensure smooth and consistent collection of visitor data, using visitor log (and keep the digital master updated)

Business administration - with relevant training, you will be able to:

- Assist income generation through increased space/venue hires and sales (at events and the gallery shop).
- Assist fundraising of the gallery (e.g. donations and sponsorship).
- Respond to general email and telephone enquiries.

Project and Event Assist

- Assist in exhibition research, preparation, and delivery.
- Assist the development and delivery of audience-focussed events, with a view to leading on delivery of our monthly Bow Families (taking TOIL to compensate for out-of-hours work at events)
- Liaise with artists and project partners to assist programme delivery.
- Shadow team during project meetings for exhibitions, events, residencies, and public art commissions.
- Assist in audience development by bringing new ideas and perspectives to the team during programme planning.

Marketing and Communications - with relevant training, you will be able to:

- Maintain and update relevant website pages (Bow Arts and external listings).
- Prepare marketing content for social media posts (including Twitter, Facebook, and Instagram) with a view to managing the East London Art Prize Instagram account.
- Assist in developing marketing campaigns for exhibitions and events, including local marketing (leafletting and sharing with local organisations)
- Produce gallery and event blogs / news pages for the website.
- Be an engaged participant and ambassador at events, including launch events, private views and Open Studios (flexible working hours are required to work some events).

Finance – with relevant training, you will be able to:

- Ensure financial documents are passed on swiftly and accurately for processing.
- Maintain accurate financial records and liaise effectively with the Finance Team (e.g. volunteer expenses)
- Undertake a range of financial tasks with Bow Arts' strategic aim of financial sustainability and sound record keeping.

General Responsibilities

- A willingness to undertake training as required for the development of the post.

- Engage with staff and clients of Bow Arts in a positive and constructive manner and shadow / attend such meetings as the post requires.
- Undertake duties proactively and work in accordance with Bow Arts' aims and objectives.
- Ensure compliance with Bow Arts' policies and procedures, and all relevant statutory requirements.
- Maintain confidentiality agreements and conduct yourself in a professional manner.
- Undertake any other duties commensurate with the post as directed by your line manager.

Other

- Some meetings, events and training may be held outside of normal office hours, repaid through Time Off In Lieu, agreed in advance with your line manager.

Skills and experience

- A passion for, or desire to, work in the arts / creative industries.
- Some knowledge of the contemporary arts sector in the UK.
- Highly organised, with good administration and project coordination skills.
- Excellent communication skills, both spoken and written.
- Attention to detail and good presentation of work.
- Ability to prioritise, and plan workload effectively.
- An engaging and outgoing personality.
- Ability to work flexibly and co-operatively as part of a small team and across the organisation.
- An interest in community-focussed programming.
- IT literate with good working knowledge and capability in using MS Outlook, MS Office, MS Excel and databases.
- A willingness to work flexible hours, including evenings, as appropriate.
- Some experience of, or the desire to learn more about, arts marketing.
- Knowledge of east London communities and an active interest in supporting them through the arts.
- Experience of using Photoshop and InDesign, or the willingness to learn.

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
- Priority will be given to those that 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 Sunday 25 June, 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 goodgrowthub@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>

