



## Gallery and Communications Assistant

**Location of role:** Peer, 97 – 99 Hoxton Street, London, N1 6QL

**Placement hours:** 24 Hours (3 days)

**Working pattern:** Wednesday – Friday: 10:00 – 18:00 or Thursday – Saturday: 10:00 – 18:00  
(when there is an exhibition on at the gallery)

**Placement length:** 12 months

**Salary:** £14,913.60 ( London Living Wage)

**STEP Strand:** Museum and Galleries

## About

Peer is a not-for-profit space for contemporary art, located in Hoxton, East London. Peer places artists and local communities at the heart of our internationally recognised programmes of public exhibitions, talks, events and workshops.

Located in a converted shopfront in Arden Estate on Hoxton Street, Peer overlooks and maintains Khadija's Garden. Peer has a critically acclaimed 24-year history as one of London's most experimental spaces for contemporary art and has worked with artists including Chris Ofili, Mike Nelson, Bob & Roberta Smith, Danh Võ, Fiona Banner, Emma Hart, Jadé Fadojutimi, Lubna Chowdhary and Moi Tran, among many others. To support and encourage dialogue between visitors, artists and their work, a programme of event-based

activity takes place throughout each exhibition, including talks, performances and workshops.

Peer's Programme for 2023 addresses themes of collective work, interdependency, and place, developing exhibitions with artists Tanoa Sasraku, Iris Touliatou, and Leah Clements, as well as a survey exhibition that explores cultural, artistic, and experimental cooperative initiatives that took place in Hackney in the 1970s and 1980s. Our exhibitions are free and open to everyone.

Central to all our activities is Peer Ambassadors, an ongoing creative programme for people aged 17–25 from underrepresented and lower socio-economic backgrounds who live and work in Hackney and Tower Hamlets. The programme offers paid work experience at our street-facing gallery, alongside professional development and learning opportunities, working closely with an Ambassador Artist in Residence.

Our programmes are produced in partnership with national and international collaborators, as well as residents, local community organisers, educators, service providers, schools, libraries and charities.

Peer is a registered charity and part of Arts Council England's National Portfolio and is supported by Hackney Council through a Voluntary Community Sector Lease.

## About the role

The role of Gallery and communications Assistant at Peer supports our small team in all aspects of delivering Peer's programme of public exhibitions, events and workshops.

Working alongside a wide range of artists, this role assists in the planning of exhibitions and events, as well as delivering our young people's programme, Peer Ambassadors. This role also oversees the gallery's communication strategy and supports in the day-to-day running of the gallery.

Main Objectives of the role:

- Support Peer's small team in all aspect of delivering our programme of public exhibitions, events and workshops.
- Work closely with the Peer team to support the delivery of exhibitions, commissions and events, often in close collaboration with artists and partners.
- Assist in operational administrative tasks including exhibition listings, office supply orders, processing sales, petty cash and updating databases.

- Oversee communication schedule for Peer, including newsletters, social media and website updates.
- Author, produce and post content on Peer's social media channels and track analytics.
- Keep Peer's website up to date, ensuring all exhibitions and events are effectively communicated and documented online.
- Support Peer's team to open the space and provide a welcoming environment for all visitors, interpreting Peer's programme to visitors and encouraging visitors to complete audience surveys (this includes working Saturday's when there is an exhibition open at the gallery).
- Support on the delivery of public events including exhibition openings and community-focused workshops.
- Facilitate and support young people involved in the Peer Ambassador programme.
- Ensure Peer events and exhibitions are promoted and clearly communicated across all online platforms.
- Gather and compile data relating to topics including fundraising, local organisations, audience feedback and demographics.
- To support the Deputy Director where appropriate in the daily running of the organisation including some administrative duties including gallery maintenance, updating compliance documents, reviewing utilities contracts and upkeep of Khadija's Garden.
- Communicate internally with the Peer team on all aspects of the role.
- Work closely with the Deputy Director in establishing weekly and longer-term goals and milestones.
- Maintain clear and regular communication where necessary with artists, partners, local communities, audiences and customers.
- Key holding position, responsible for opening and closing gallery at least one day a week.

In common with all Peer staff:

- To support the philosophy, values, aims and objectives of Peer and to champion our work.
- To promote and support equality, diversity and inclusion for all staff, contractors and stakeholders.
- To uphold collective responsibility, knowledge sharing and team working across the organisation.
- To ensure proper record keeping, filing and archiving of all communications and documentation related to your area of work.
- To continually develop professional skills, knowledge, networks with support of wider team.

Peer operates several workplace policies to better support our team. These include a time-off-in-lieu (TOIL) policy, that allows staff to take back any overtime worked outside of their usual hours, a flexible working policy that supports flexible working hours and working from home and a fairness at work policy outlining respectful treatment of staff.

## Skills and experience

Transferable skills suitable for the role:

- Strong verbal and written communication skills.
- Experience of working in customer/public facing roles.
- Demonstrable interest in the visual arts.
- Knowledge and interest in social media and content creation.
- Ability to communicate with a broad range of people in an empathetic and considerate manner.
- Ability to multitask and prioritise when working to a deadline.
- Strong organisational and problem-solving skills.
- Some experience of project and/or event delivery.
- Some experience of administration.
- Good IT skills with knowledge of social media platforms.

## 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 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 [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>

