

JERWOOD VISUAL ARTS

Jerwood Visual Arts Gallery Traineeship

Jerwood Visual Arts (JVA) seeks a recent graduate to undertake a traineeship in the gallery at Jerwood Space as part of the JVA exhibition programme. The position is supported by the Jerwood Charitable Foundation and aims to provide the candidate with an opportunity to gain experience of working within a contemporary public art gallery.

Background

Jerwood Visual Arts is a contemporary gallery programme of awards, exhibitions and events at Jerwood Space, which then tours nationally. It aims to promote and celebrate the work of talented emerging artists across the disciplines of drawing, painting, sculpture, applied arts, photography and moving image. Jerwood Visual Arts is a major initiative of the Jerwood Charitable Foundation www.jerwoodvisualarts.org

The **Jerwood Charitable Foundation** is dedicated to imaginative and responsible revenue funding of the arts, supporting emerging artists to develop and grow at important stages in their careers. Their aim is to allow artists and arts organisations to thrive; to continue to develop their skills, imagination and creativity with integrity. The Jerwood Charitable Foundation works with artists across art forms, from dance and theatre to literature, music and the visual arts. For more information visit www.jerwoodcharitablefoundation.org

Jerwood Space hosts the JVA exhibition series within its contemporary art gallery. A major initiative of the Jerwood Foundation, Jerwood Space provides excellent rehearsal facilities for young dance and theatre companies to develop their work at a greatly reduced cost. Housed in the converted buildings of a Victorian school, the studios, meeting rooms and galleries are also available to hire by established companies at competitive rates. It is a unique venture where artists from different disciplines and widely varying backgrounds can meet, mix and work. www.jerwoodspace.co.uk

Description

As Gallery Trainee you will gain all round knowledge and experience of how a contemporary public art gallery operates. Working closely with the Jerwood Visual Arts Coordinator you will work on a variety of projects, allowing for the development of and to complement your personal interests and skills. You will provide general and administrative support to the Jerwood Visual

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Job description

Job Title	Jerwood Visual Arts Gallery Traineeship
Salary	£8.50 per hour
Responsible to:	Jerwood Visual Arts Coordinator
Liaison with:	(Jerwood Space): Director, Deputy Director; Business Co-ordinator; Administrator; Café 171 Staff; Space Users - artists, arts organisations, and other visitors. (Externally): Exhibition Organisers; Artists; Technical support;
Purpose of Traineeship:	As Gallery Trainee you will gain all round knowledge and experience of how a contemporary public art gallery operates and work closely with the Jerwood Visual Arts Coordinator on a variety of projects, allowing for the development of and to complement your personal interests and skills.
Main Duties & Responsibilities	<ul style="list-style-type: none"> • Providing administrative and general support to Jerwood Visual Arts Coordinator where necessary • Assisting in the marketing of the Jerwood Visual Arts programme including updating the online marketing materials and exhibition listings • Operating Gallery routines during opening hours: opening and closing the Gallery, greeting visitors, keeping a tally of visitor figures and catalogue sales, invigilating • Being actively informed in order to be able to discuss the work on show and the aims of the Exhibition and Jerwood Visual Arts programme • Maintaining and developing Gallery contacts and mailing lists • Assisting with the installation and de-installation of exhibitions including completing condition reports, overseeing the maintenance and painting of gallery walls and upkeep of the store cupboard • Assisting with the management of Gallery Interns • Responding to Jerwood Visual Arts general enquiries by email, phone and in person • Assisting in the curation of exhibitions in the Project Space (Cafe) • Organising independent projects relevant to the exhibition programme such as 'The Big Draw' • Providing assistance at private views and talks/ events • Overseeing the completion of Visitor Surveys and liaising with other part-time staff to collate results • Handling cash/cheques for Gallery publications and dealing with orders by post • Taking appropriate action in the event that any visitor's actions appear to be potentially hazardous either to the works of arts or to their own safety and providing written incident reports where required • Directing & evacuating visitors from the premises in event of an emergency, according to the Space's Fire Policy • To work at all times in accordance with the Space's Health & Safety Policy and to report any hazards or concerns in this respect • To undertake any other duties as may be appropriate from time to time, including preparation for and duty at events at Jerwood Space
Skills - Essential	<p>Knowledge of the visual arts world and the requirements of artists;</p> <p>A willingness to learn;</p> <p>Some experience of invigilation and administrative work;</p> <p>Sound & demonstrable computer literacy (PC);</p> <p>Ability to problem-solve and work on own initiative.</p>
Skills - Desirable	<p>Experience/understanding of event management (e.g. corporate/hospitality events);</p> <p>Website/online marketing skills.</p>

Person Specification	<p>An interest in contemporary art and the JVA programme at Jerwood Space;</p> <p>A willingness to undertake a wide range of duties;</p> <p>A passion for the contemporary arts and an enthusiasm to communicate information in a straightforward way;</p> <p>A friendly manner and a positive attitude to working flexibly, as part of a team;</p> <p>An arts degree, the equivalent, or experience in an arts or comparable environment;</p>
Terms & Conditions	<p>6 month contract;</p> <p>21 hours per week from 9am – 5pm with some flexible evening work;</p> <p>Time off in lieu for additional hours worked;</p> <p>8 days holiday p.a.</p>

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