

DRAWING ROOM

Development Volunteer (2 days per week / 3 months)

Are you looking to develop a career in arts fundraising? This is an exciting opportunity to join the Drawing Room's small team and gain practical work experience by contributing to the development of a public arts organisation. This voluntary role will give you experience in the areas of membership administration, individual giving, fundraising strategy and communications, events support, and the day to day running of art gallery.

Drawing Room is the place to discover contemporary drawing: a not-for-profit gallery, library, shop and online resource dedicated to opening up the world of contemporary drawing to everyone. Based in Bermondsey, South East London, Volunteers benefit from being part of the Tannery Arts community and more widely the art scene in the area.

Working with Drawing Room's Membership and Events Manager, its Co-Directors as well as other team members, the Fundraising Assistant will have the opportunity to work on a range of projects relating to the development of the gallery.

Responsibilities include:

- Research into potential donors and members
- Handle incoming enquiries relating to membership and the gallery in general
- Administrative support with membership admin.
- Maintaining fundraising mailing lists
- Handling event communications
- Assisting to the authorship of membership communications for dissemination via print and email
- Contributing to social media
- Hands on support of Drawing Room events (around 2 per month)
- Assistance to the Membership and Events Manager
- General Assistance to the Gallery and Exhibitions Managers and gallery Co-Directors
- Engaging with public/visitors

Person specification:

- Strong interest in arts fundraising
- Confident individual who can work independently and within a team
- Available to commit to 2 days per week for 4 months
- Interested in contemporary art and pursuing a career in the arts
- Flexibility to attend events on occasional evenings
- PC literate with experience of Microsoft Office programmes
- Experience of Adobe Photoshop and social media platforms (desirable)

- Excellent attention to detail
- Excellent communication skills, both written and verbal
- Experience within retail, office and/or hospitality will be valued

On top of the experience volunteers gain working in a small team, benefits of the programme include:

- Reimbursement of travel expenses within London
- 15-20% discount on shop publications

To apply:

Please send a CV and short covering letter to Silvia Denaro - silvia@drawingroom.org.uk

Or

Silvia Denaro
Membership and Events Manager
Drawing Room
Unit 8 Rich Estate
46 Willow Walk
London SE1 5SF

Deadline for applications: 12pm Wednesday 4 October 2017

For general enquiries: mail@drawingroom.org.uk / 0207 394 5657