

GALLERY COORDINATOR

Employer:	Drawing Room
Job title:	Gallery Coordinator
Hours:	<p>Average 40 hours per week, inclusive of lunch breaks</p> <p><u>During Gallery Opening hours & Family Studio:</u> Wednesday, Thursday & Friday – 10.00-18.00, with 1 hour lunch break</p> <p>Saturday & Sunday – 11.45-18.00, with 30 min. break</p> <p>With an average 8 hours per month to be worked flexibly, including evenings, to support events. Time off in Lieu will be offered for any hours worked in addition to the above.</p> <p><u>During Gallery Closures:</u> Monday – Friday 10.00 – 18.00</p>
Salary:	£24,500
Reports to:	Gallery Manager, with some reporting to the Communications Manager
Terms of contract:	<p>full time, permanent</p> <p>We are happy to consider applications for flexible working, and we anticipate this role could work well as part time or a job share. Please indicate on your application or contact the Gallery Manager (mariana@drawingroom.org.uk) if you would like to discuss alternative working arrangements.</p>
Start date:	Mid-November 2024 (flexible)

Additional staff benefits

Enhanced annual leave, sick pay and parental policies

Employee Assistance Programme

Invitation to all Drawing Room events

Option for hybrid working, depending on the requirements of the role. (this specific role needs to be based in the building during gallery opening periods, but hybrid working can be discussed during periods of gallery closure)

RECRUITMENT DETAILS

This document outlines the skills and experience needed for the role of Gallery Coordinator and information on how to apply. Please read it carefully.

Application Deadline: 9am Friday November 1st 2024

Interviews: Tuesday November 12th

in person, however, alternative arrangements can be made

We can consider some flexibility for interview and start dates so please indicate on your application if you aren't able to commit to these dates.

DRAWING ROOM

Drawing Room is an Arts Council England National Portfolio Organisation and comprises a gallery, library, shop, community studio and online resource that is dedicated to opening up the world of contemporary drawing to everyone.

Drawing Room's mission is to champion the unlimited potential of drawing to help us understand ourselves, each other and our evolving world. Through free exhibitions, artists' talks, courses, engagement projects and a unique library it nurtures the production of drawings and promotes understanding of them.

Situated in Bermondsey, one of the most creative areas of London, Drawing Room opened in permanent premises in autumn 2023 and boasts a double height gallery, a unique library & research centre and a community studio.

Drawing Room is part of Tannery Arts Ltd, an independent non-profit organisation comprising a studio provider, Tannery Arts, and a public gallery, Drawing Room.

JOB DESCRIPTION

Drawing Room is recruiting for a new Gallery Coordinator to join our small but dedicated team. The Gallery Coordinator will work primarily from Drawing Room's front desk acting as the main point of contact and public face of the gallery to ensure the smooth day-to-day running of Drawing Room's public spaces. The principal responsibilities of this role will be visitor services, shop sales and communications, whilst also supporting with Drawing Room's membership programme, exhibitions and general administration.

This is an entry-level level role for individuals looking to gain skills and experience working in a museum or gallery environment, no prior arts experience is required, just a keen interest in drawing, galleries and exhibitions.

RESPONSIBILITIES

VISITOR SERVICES

- Leading Front of House operations during opening hours to ensure that visitors feel welcome, with a focus on ensuring exhibitions are accessible and encourage return visits.
- Supervising and supporting gallery assistants and volunteers during their shifts (this role has no direct line management responsibility)

- Answering all visitor enquiries; in-person, by phone and email
- Ensuring that all spaces open to the public remain clean and tidy
- Encouraging visitors to complete feedback surveys to support us reach our Arts Council funding targets
- Leading on Health & Safety and Evacuation procedures during opening hours, and reporting any incidents to the Gallery Manager and Operations Director.
- Encouraging visitors to sign up for our membership programme
- Supporting the Gallery Manager to adapt and improve Front of House procedures

SHOP

- Processing shop sales, returns and exchanges
- Replenishing stock and keeping the shop well presented
- Packing and sending online orders
- Overseeing shop inventory, including inventory of artworks
- Supporting with management of DR's online shop

EXHIBITIONS

- Invigilating gallery spaces to ensure the safety and security of the artworks on display
- Assisting with monitoring and recording the environmental conditions of gallery spaces
- Providing ad hoc practical and administrative support to the Exhibitions Manager, such as purchasing exhibition supplies, supporting with loans paperwork, printing of exhibition hand-outs etc
- Assisting the Exhibitions Manager with condition checking, handling and packing of artworks

COMMUNICATIONS

- Contributing ideas to content creation for Drawing Room's website and social media output
- Composing and scheduling social media posts
- Reviewing and updating mailing lists
- Reviewing our press list and updating the press database accordingly
- Updating listings with relevant websites/publications
- Alongside other team members, liaise with peer organisations to arrange reciprocal marketing
- Editing images using Photoshop for comms output
- Editing and uploading event recordings
- Supporting the Communications Manager with responding to press enquiries and providing images where necessary
- Supporting with the distribution of marketing materials
- Obtaining image permissions for communication and publication purposes with direction from the Communications Manager

MEMBERSHIP

- Assisting with administration and delivery of membership and other cultivation events
- Responding to member enquiries and build a positive relationship with members
- Research and contribute ideas for future cultivation/membership events

OPERATIONS & WIDER TEAM SUPPORT

- Supporting with management of office supplies and equipment
- Support with the delivery of DR's Events programme, such as, AV set-up, organising refreshments etc
- Taking meeting notes as required

This is not an exhaustive list of duties and other responsibilities may be allocated within reasonable remit of the role. As part of a small team, candidates should be ready and willing to assist with other aspects of gallery administration and operations.

PERSON SPECIFICATION

SKILLS & EXPERIENCE

- Excellent organisational and time management skills
- Confident IT skills across Microsoft Office and Outlook
- Strong verbal and written communications skills with the ability to engage with a wide range of people
- Personable, with a genuine interest in people.
- A positive and collaborative approach to working within a small team
- Ability to work independently, taking initiative on day-to-day duties
- An understanding of contemporary art and galleries
- A commitment to promoting equality, diversity and inclusion within the arts

DESIRABLE

- Experience working in a venue front of house or retail environment
- Experience of using social media platforms in a professional capacity
- Knowledge of Adobe Creative Cloud including Photoshop and Premier Pro

TO APPLY:

Please email mariana@drawingroom.org.uk with the subject line 'Gallery Coordinator 2024' including the following:

- A cover letter of no more than one A4 side, OR a voice/video application of no more than 5 minutes detailing:
 - What interests you about this role and working in a gallery environment
 - The experience, skills and qualities you possess that are relevant to this role
- A CV of no more than 2 sides of A4
- Contact details of 2 referees
- A completed Equality and Diversity Monitoring Form

We are an equal opportunities employer and encourage applications that represent the diversity of our society. We are particularly interested to hear from those currently underrepresented in our workforce, including those from Global Majority backgrounds, LGBTQ+, those who identify as D/deaf or having a disability, those from

lower socio-economic backgrounds as well as those who haven't followed a 'traditional' career or training pathway. Diversity is vital to a dynamic, effective team and we wish to strengthen our work by bringing in people with new and/or different skills, experiences, perspectives and ideas. Positive action may be used in the recruitment process to select a candidate from a group that is disadvantaged or under-represented in our workforce, if two candidates in question are of equal merit.

We are keen to make our roles accessible to everyone, therefore we are open to discussing adjustments to the application and interview process if needed. Please email mariana@drawingroom.org.uk if any part of the process is a barrier to your application.