

**Job Title:** Gallery Assistant (Trainee)

**Employer:** Drawing Room

**Salary:** £18,600

**Hours:** 35 hours per week

**Location:** 1-27 Rodney Place, Elephant and Castle, London, SE17 1PP

**Closing date:** Thursday 16 August, midnight

**Interviews:** Tuesday 21 August

**Start date:** End August

Drawing Room is a contemporary art gallery in Elephant and Castle. As well as the gallery, it includes a shop and library. It is free to visit, and open to the public six days per week. Through its programme of exhibitions, events and workshops Drawing Room aims to show the diversity of drawing, and inspire the development of new work.

### Job summary

This is an opportunity for a Southwark based young person to gain practical experience in a public art gallery, as Gallery Assistant at Drawing Room.

As Gallery Assistant you will be an important part of the small team and build a wide range of skills and experiences over the year. The Traineeship will provide you with a solid base for building your career in the arts.

Areas of work include:

- Gallery Administration
- Exhibitions Administration
- Public Engagement
- Communications
- Fundraising
- Library Administration
- Research

Working with across the organisation means this is a varied role, though day-to-day activities will include:

- Welcoming visitors to the gallery
- Processing audience feedback
- Keeping the shop well organised and taking sales
- Taking care of the artworks and gallery space
- Processing exhibition paperwork
- Composing social media posts
- Editing Drawing Room's website

## Person specification

- Confident individual with a passion for art
- Keen to build a career in the arts
- Friendly, and enjoys talking to the public
- Interested in learning about visual art
- Good attention to detail
- Experience with computer programmes
- Strong communication skills
- Previous experience in retail, offices or hospitality will be valued

## Eligibility criteria and person specification:

- **Must be aged 16 – 25**
- **Southwark resident**
- **Not in education, training or employment (no more than a maximum of 16 hours a week)**

You will need to register with our employment support programme, InSpired to Work, in order to apply for this role.

Please email [tarinaevans@in-spire.org.uk](mailto:tarinaevans@in-spire.org.uk) to arrange a time to visit our offices in Elephant and Castle.

As an employment support service, we will assist you with your CV, cover letter and interview so get in touch ASAP!

The application will be a maximum 2 page CV and maximum 1 page cover letter explaining how you meet the person specification. Candidates will be assessed on how they meet the person specification and shortlisted for interview based on these points.