

Peer Gallery & Communications Assistant

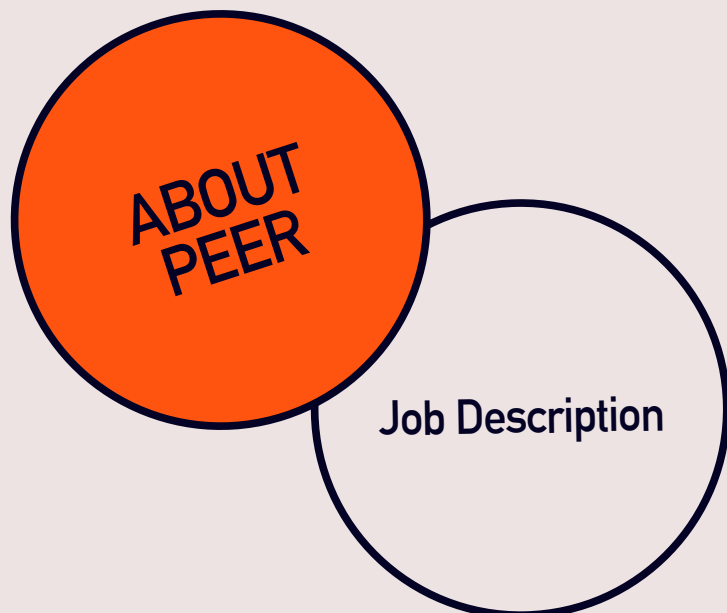
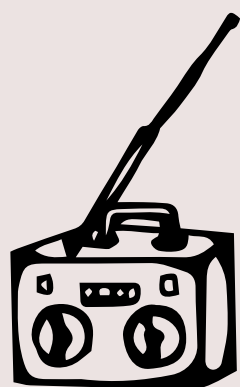
Location of role:
London, N1 6QL

Placement hours: 3
day a week

Working pattern:
P/T, Flexible

Placement length:
12 months

Salary: £16,411



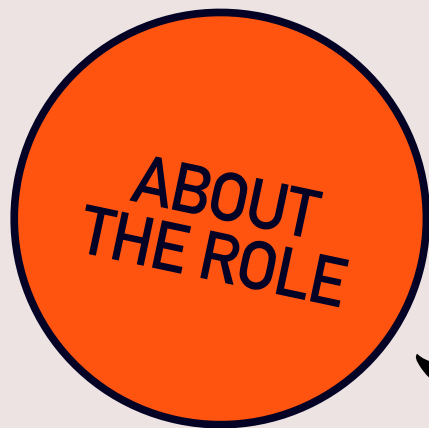
Peer is a not-for-profit free-to-access space for contemporary art, located in the neighbourhood of Hoxton in East London. We place artists, young people and local communities at the heart of our internationally recognised programmes of exhibitions, commissions, talks and events and workshops.

Our programme seeks to engage people with contemporary art through a series of free public exhibitions in our gallery space alongside a wide-ranging public programme of workshops, events and partnership projects with local organisations. Past and recent exhibited artists include: Chris Ofili, Mike Nelson, Bob & Roberta Smith, Danh Vō, Fiona Banner, Emma Hart, Jimmy Robert, Jadé Fadojutimi, Lubna Chowdhary, Moi Tran, Tanoa Sasraku and Iris Touliatou. We strive to be relevant, engaging, and accessible and we aim to embed inclusion in the heart of everything we do.

We work collaboratively with artists to support them at pivotal points in their careers, whether it's their first exhibition in a public art gallery, an opportunity to reach new audiences, or a chance to explore something new in their practice. To support and encourage dialogue between visitors, artists and their work, a programme of talks, events and workshops take place throughout each exhibition.

www.peeruk.org





The Gallery & Communications Assistant will support Peer's close-knit team to deliver gallery exhibitions, local engagement work and support our work with the Peer Ambassadors. The successful candidate will also get the chance to assist with planning and organising public events and workshops, oversee social media and content production, work with a wide range of artists and support the day-to-day running of the gallery.

This position requires the candidate to oversee Peer's social media platforms, working alongside the Director to plan and produce content. This is a fantastic opportunity to join Peer's small team as Gallery Assistant, with the chance to take on a wide range of tasks and get a broad oversight into the running of a public art institution, while kick-starting your career in gallery administration, communications and curating.

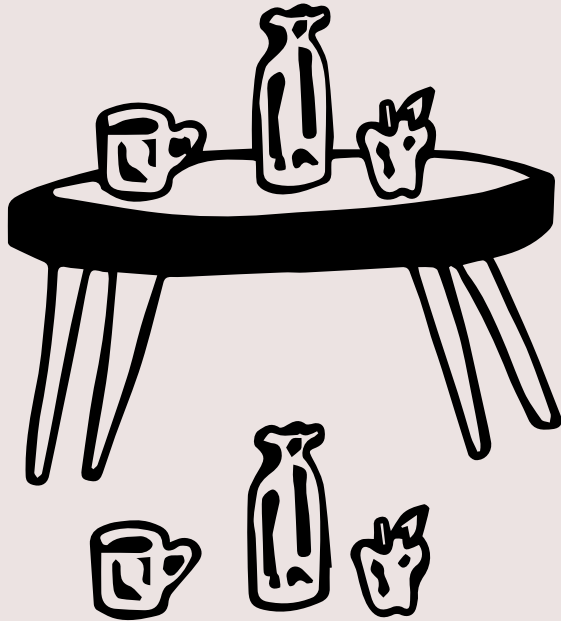
TASKS AND RESPONSIBILITIES

- Knowledge of how a small-scale visual arts organisation functions within the charity sector
- An insight into the role visual arts can play in the wellbeing of communities
- Event planning and management skills
- Arts administration skills such as timetabling schedules, updating databases and listing exhibitions
- Social Media and marketing skills by creating engaging digital content and working to maintain and increase digital engagement and audiences
- Web editing skills in maintaining and updating Peer's website

- Supporting the Producer of the Peer Ambassadors Programme in managing and planning workshops, events and artist talks
- Customer relationship experience in managing and dispatching sales of editions and publications
- Audience engagement through speaking to members of the public about exhibitions at the gallery
- Experience of delivering local programming for a wide range of local people including families, young people and older generation audiences.
- First-hand exposure to fundraising
- Basic finance skills such as processing invoices and reconciling the monthly petty cash
- Housekeeping duties of an arts organisation including upkeep of the gallery
- Experience of working in a small close-knit team.

SKILLS AND EXPERIENCE

- Strong verbal and written communication skills
- Knowledge and interest in the visual arts
- Keen ability to communicate with others in an empathetic and considerate manner
- Ability to multitask and prioritise when working to a deadline
- Ability and desire to connect and communicate with a broad range of people
- Strong organisational and problem-solving skills
- Some experience of project and/or event delivery
- Experience of working under pressure
- Good IT skills with knowledge of social media platforms



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.



Complete our STEP application form by 10am on Friday 19 July 2024.

You can upload video or audio responses.

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

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/what-we-do/programmes/step-11>