

Bow Arts Gallery Assistant

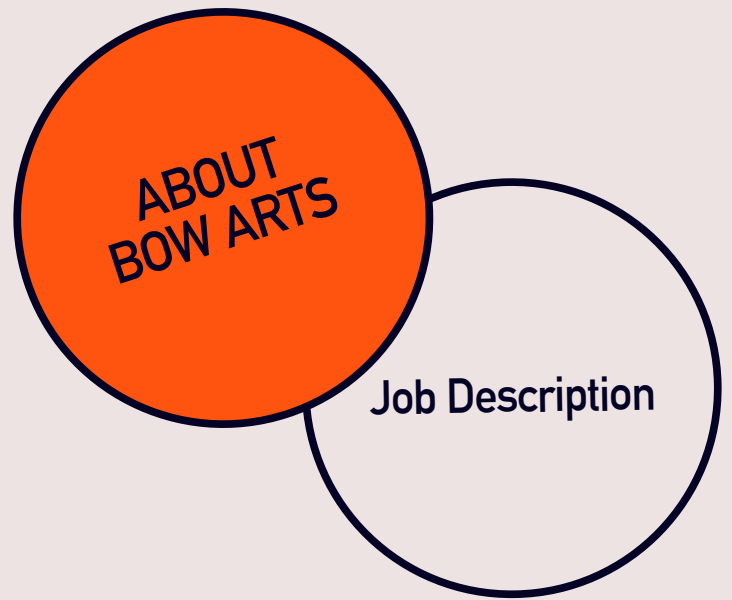
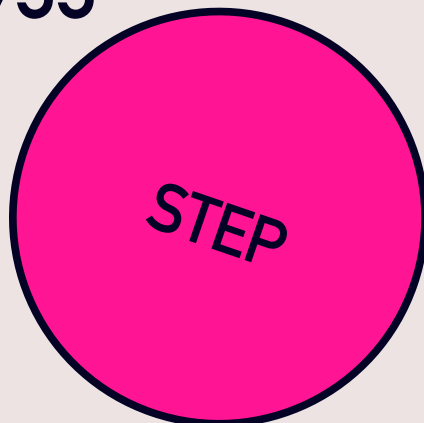
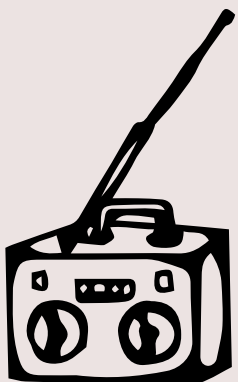
Location of role:
Bow, E3 2SJ

Placement hours: 35

Working pattern:
F/T, Wed - Sun
(9am - 5pm), Mon
- Fri (9am - 5pm)
between exhibitions

Placement length:
12 months

Salary: £23,933



Since 1994, Bow Arts has nurtured London's diverse creativity and talent. We've provided artists and creative practitioners with affordable workspace, connecting them with local communities and supporting their professional development. We give communities throughout London greater access to and interaction with the arts, through our schools programme, workshops, exhibitions and events.

We're an arts and education charity and a social enterprise; our services support the growth of sustainable local creative economies. Over 800 artists, designers and makers are affiliated with Bow Arts through our workspaces, Nunnery Gallery, affordable housing for creatives, and award-winning schools and young people's learning programme.

www.bowarts.org.uk





As a Gallery Assistant you will join the Arts & Events team to support Bow Arts' public arts and events programme, including Nunnery Gallery exhibitions and events. All staff are subject to an Enhanced Disclosure and Barring Service (DBS) check.

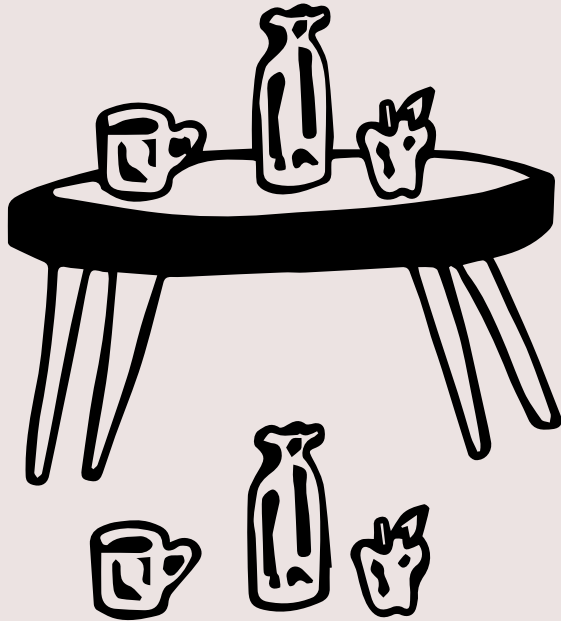
Over 12 months you will assist in exhibition research, preparation, and delivery. As well as assisting with the development of audience-focussed events, you will lead on delivery of our monthly Bow Families event.

TASKS AND RESPONSIBILITIES

- Assist the running of the Nunnery Gallery front of house, including managing the space at weekends.
 - Provide a first point of contact for enquiries about the gallery and exhibition/events programme.
 - Assist in management of the volunteer programme, including recruitment, induction and training.
 - Provide event and project management assist where required, including setting up events, monitoring and processing evaluation data.
 - Ensure collection of visitor data, using visitor log.
 - Support the team on various administrative tasks.
 - Keep up to date with best practice and trends in social media marketing and design.
 - Assist income generation through increased space/venue hires and sales (at events and the gallery shop) and fundraising of the gallery (e.g. donations and sponsorship).
 - Respond to general email and telephone enquiries.
 - Assist in exhibition research, preparation, and delivery.
 - Shadow team during project meetings for exhibitions, events, residencies, and public art commissions.
 - Liaise with artists and project partners to assist programme delivery.
- Maintain and update relevant website pages (Bow Arts and external listings) and prepare marketing content for social media channels.
 - Assist in developing marketing campaigns for exhibitions and events, including local marketing (leafleting and sharing with local organisations)
 - Some meetings, events and training may be held outside of normal office hours, repaid through Time Off In Lieu, agreed in advance with your line manager.
 - Maintain accurate financial records and liaise effectively with the Finance Team (e.g. volunteer expenses).
 - Undertake a range of financial tasks with Bow Arts' strategic aim of financial sustainability and sound record keeping.

SKILLS AND EXPERIENCE

- Some knowledge of the contemporary arts sector in the UK.
- Highly organised, with good administration and project coordination skills and excellent communication skills, both spoken and written.
- Attention to detail and good presentation of work.
- Ability to prioritise, and plan workload effectively.
- Ability to work flexibly and co-operatively as part of a small team and across the organisation.
- IT literate with good working knowledge and capability in using MS Outlook, MS Office, MS Excel and databases.
- A willingness to work flexible hours, including evenings, as appropriate.
- Some experience of, or the desire to learn more about, arts marketing.
- Knowledge of east London communities and an active interest in supporting them through the arts.
- Experience of using Photoshop and InDesign, or the willingness to learn.
- Knowledge of social media platforms and analytics.

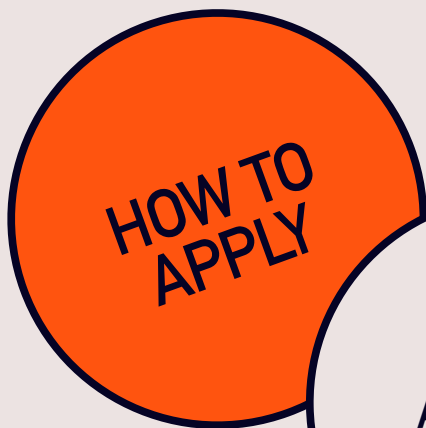


STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector.

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>