



**A NEW
DIRECTION**
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**GOOD
GROWTH
HUB**

with Bow Arts



STEP

Bow Arts

Gallery Assistant

Location of role:	London, E3 2SJ
Placement hours:	35
Working pattern:	Wed – Sun 9am – 5pm (occasional switch to Mon – Fri in-between exhibitions)
Placement length:	12 months
Salary:	London Living Wage (£11.05 p/h)
STEP Strand:	Museum & Galleries

About Bow Arts

Bow Arts creates inspirational, supportive environments where artists and communities interact, learn and flourish. 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.

Housed in a former 19th century convent building, surrounded by artist studios, the Nunnery Gallery is our not-for-profit art space. Our programme pushes boundaries with an original and creative approach that explores the stories of east London and celebrates today's artistic talent. Open to the public six days a week, all exhibitions are free to enter. The Nunnery Café and shop are also on site, which feature a changing exhibition of local artists' work.

Presenting a varied programme, the Nunnery's exhibitions aim to appeal to a wide audience with a particular focus on site-responsive work and works that explore the history and themes of the local area. Events accompany all shows, including panels, workshops and film screenings, creating debate and discussion around art in the community. Upcoming exhibitions include *ME 2 U: A collective manifesto*; *Baesianz presents the 2022 Bow Open*; [Visions in the Nunnery 2022](#), our biennial showcase of digital and moving image; and *Living in Fear of Quicksand* with Maria Amidu. Other events the department run include our [Bow Skills](#) professional development programme, our annual Bow Road Open Studios and seasonal makers' markets.

Visit our website to find out more:
<https://bowarts.org>

About the role

This role will be based in the Arts & Events team to support Bow Arts' public arts and events programme, including Nunnery Gallery exhibitions and events. A full induction will be provided, with further on-the-job training support.

All staff are subject to an Enhanced Disclosure and Barring Service (DBS) check.

Key duties

Visitor service and customer relations – with relevant training, you will be able to:

- Support the smooth running of the Nunnery Gallery front of house, including managing the space on weekends
- Provide a first point of contact for enquiries about the gallery and exhibition/events programme

- Provide administrative support to ensure smooth day-to-day running of the gallery and events spaces
- Assist in management of the volunteer programme, including recruitment, induction and training
- Provide event and project management support where required, including setting up events, monitoring and processing evaluation data

Business and Administrative Support - with relevant training, you will be able to:

- Support income generation through increased space/venue hires and sales (at events and the gallery shop)
- Support fundraising of the gallery (e.g. donations and sponsorship)
- Respond to general email and telephone enquiries
- Ensure that calendars are up to date with events listings
- Assist in mailings

Project and Event Support

- Assist in exhibition research, preparation and delivery
- Support the development of unique, audience-focussed events, both online and live
- Liaise with artists and project partners to assist programme delivery
- Shadow team during project meetings for exhibitions, events, residencies and public art commissions
- Assist in audience development by bringing new ideas and perspectives to the team during programme planning

Marketing and Communications - with relevant training, you will be able to:

- Maintain and update relevant website pages
- Prepare marketing content for social media posts (including Twitter, Facebook and Instagram)
- Learn how to use social media management tools, such as hootsuite
- Assist in developing marketing campaigns for exhibitions and events
- Produce gallery and event blogs / news pages for the website
- Be an active participant and ambassador at events, including launch events, private views and Open Studios (flexible working hours are required to work some events)

Finance – with relevant training, you will be able to:

- Ensure financial documents are passed on swiftly and accurately for processing
- Maintain accurate financial records and liaise effectively with the Finance Team

- Undertake a range of financial tasks with Bow Arts' strategic aim of financial sustainability and sound record keeping

General Responsibilities

- A willingness to undertake training as required for the development of the post
- Engage with staff and clients of Bow Arts in a positive and constructive manner and shadow / attend such meetings as the post requires
- Undertake duties proactively and work in accordance with Bow Arts' aims and objectives
- Ensure compliance with Bow Arts' policies and procedures, and all relevant statutory requirements
- Maintain confidentiality agreements and conduct yourself in a professional manner
- Undertake any other duties commensurate with the post as directed by your line manager

Other

- 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

Skills and experience

Essential Skills

- A passion for, or desire to, work in the arts / creative industries
- Some knowledge of the contemporary arts sector in the UK
- Highly organised, with good administration and project coordination skills
- Excellent communication skills, both spoken and written
- Attention to detail and good presentation of work
- Ability to prioritise, and plan workload effectively
- An engaging and outgoing personality
- Ability to work flexibly and co-operatively as part of a small team and across the organisation
- Self-motivated and pro-active; hands-on when the need arises
- An interest in community-focussed programming
- 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

Preferable Skills

- More developed knowledge of visual arts
- Some experience of, or the desire to learn more about, arts marketing
- Enjoys meeting / working with a wide variety of people
- Knowledge of east London communities and an active interest in supporting them through the arts
- Experience of using Photoshop and InDesign

About STEP

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.

How to apply

Complete our STEP application form by 10am on 03 May 2022, you can upload video or audio responses.

STEP application form:

<https://bit.ly/3ieiStz>

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 our application guide for some expert tips.

<https://goodgrowthhub.org.uk/programmes/step>

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