



**A NEW
DIRECTION**
We create opportunity



with PEER



STEP

PEER

Gallery Assistant

Location of role: N1 6QL
Placement hours: 24 hours
Working pattern: 10am – 6pm Wed – Fri
Placement length: 12 months
Salary: London Living Wage (£11.05 p/h)
STEP Strand: Museums & Galleries

About PEER

[PEER](#) is an independent arts organisation that has evolved from the ground up over the past twenty-three years, putting down deep roots within the socially and culturally diverse area of Hoxton in East London.

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: [Vlatka Horvat](#), [Lubna Chowdhary](#), [Savinder Bual](#), [Samson Kambalu](#), [Jadé Fadojutimi](#) and [Abigail Reynolds](#). We strive to be relevant, engaging, and accessible and we aim to embed inclusion in the heart of everything we do.

PEER's team consists of a Director, Deputy Director, Curator of Local Audiences, Ambassador Coordinator and the [PEER Ambassadors](#), a group of young people aged 17 - 25, living, working or studying in Hackney, who receive paid gallery experience from PEER. They are the face of PEER welcoming visitors from all walks of life into the gallery and introducing them to our exhibitions. Alongside the paid experience, they are offered free cultural learning opportunities, through [PEER Notices](#), working with an artist, participating in gallery and studio visits, inspiring talks from local young creatives and masterclasses from international experts within the field of public art.

PEER's big aspirations and modest size play key roles in securing our place within the broader industry. We offer emerging and established artists the opportunity to test bold ideas in an intimate environment that stimulates experimentation and dialogue. Our human scale makes us less bureaucratic and opaque in comparison with many larger institutions. We cherish the opportunity to work with and support all those involved with PEER and the value that we bring to the art world and our local community.

Visit our website to find out more:

<https://www.peeruk.org>

About the role

The role of Gallery 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.

The Gallery Assistant will have the opportunity to support the PEER team in delivering exhibitions and public programming at every stage. There will be the chance to participate in programming planning discussions, studio visits, exhibition planning, installations and deinstallations, launch events, planning and delivering related public events.

Alongside the Curator for Local Audiences, the Gallery Assistant will also support the delivery of activity aimed to engage our local audiences often delivered with local partners and directly corresponding to work shown in the gallery space. This activity is produced to

reach audiences in our local area who are often underserved by arts organisations, with the aim to introduce people to PEER as a space for them and increase confidence in engaging with arts and culture more widely. In addition, the role will also work closely with our Ambassador Coordinator who oversees the PEER Ambassador and PEER Notices programmes. The Gallery Trainee will provide mentoring to our Ambassadors, oversee rotas, gather invoices and participate in discussions around potential professional development opportunities to be included in the programme.

The Gallery Assistant also oversees PEER's social media platforms, working alongside the Curator for Local Audiences and Deputy Director to plan and produce content for Instagram, Twitter and Facebook. PEER's online presence has grown significantly in recent years and this role is responsible for keeping the platforms up to date, engaging and responding to activity, events and opportunities occurring at PEER and in other local and cultural organisations

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 and curating.

What you will learn:

- 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
- Mentoring young people engaged in the PEER Ambassador programme and supporting the Curator for Local Audiences 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 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

Transferable skills suitable for the role:

- 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

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 out application guide for some expert tips.

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

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**GOOD
GROWTH
HUB**