

# G A S W O R K S

## **Communications and Development Assistant Job Description**

### **Triangle Network & Gasworks**

Established in 1994, Gasworks is a contemporary visual art organisation that provides studios for local artists and develops a programme of artists' residencies, exhibitions, events and educational activities. Housing under one roof the various aspects of contemporary art practice - conception, production, dissemination and debate - Gasworks aims to support talent development of UK and international artists either at early stages of their career or when needing time to experiment with innovative ideas, methods and media.

Gasworks is also the hub of the Triangle Network, an international network of grass-roots arts organisations sharing the common aim to support and promote emerging talent through cultural exchange and artists' mobility. Established in 1982, Triangle's main activities include workshops, residencies, exhibitions and outreach events. Triangle also encourages peer-to-peer learning, professional development for artists and the dissemination of emerging international art practices.

### Vision

Gasworks and Triangle create projects and develop partnerships at local and international level, prioritising activities that support emerging artists and peer organisations in under-represented regions or countries. International exchange is at the core of the organisation, addressing the need of emerging artists to make new work in contexts that instigate dialogue and exchange of ideas. The majority of Gasworks and Triangle's projects are open-ended, process-based and artist led. Similarly, exhibitions are generally the result of new commissioned work resulting from long-term engagement and discussion between coordinators, curators and artists.

### Aims

The organisation's aims include:

- Focusing on artists' talent development by providing a physical and conceptual space in which to develop, discuss and disseminate emerging artists' practice.
- Championing experimentation and innovation in contemporary arts by offering resources and stimulating dialogue between artists working within different contexts and cultures.
- Challenging existing readings and re-evaluating historical debates on international contemporary art through new curatorial research and artists commissions.
- Making ambitious and innovative projects accessible to a wide audience as a means of providing the public with opportunities for experiencing and taking part in contemporary art
- Ensuring the organisation's long-term resilience and sustainability through fundraising, greater visibility, stronger partnerships and mutual support.

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<b>Job Title:</b>	Communications and Development Assistant
<b>Employer:</b>	Gasworks, 155 Vauxhall Street, London, SE11 5RH
<b>Reports to:</b>	Development Manager
<b>Contract:</b>	12 month contract, 4 days per week
<b>Hours of work:</b>	Wednesday to Saturday (9.30 – 6pm). Some evening work will be required, compensated by time off in lieu.
<b>Salary:</b>	£23,690 pro rata 4 days per week
<b>Start date:</b>	Contract starting March 2022 with 3 months' probation

## **Purpose of Job**

The Communications and Development Assistant role is an entry-level position responsible for providing a welcoming and informative service for all visitors to Gasworks, contributing to the Audience Development and Digital Strategy and working closely with the Head of Communications.

The Assistant will also work closely with the Development Manager offering assistance, support and guidance to help manage the shop, artist editions and patron's events.

You will be enthusiastic, reliable, and highly motivated person who can take on a variety of tasks to support the busy working environment at Gasworks. This is a very hands on position, which requires a high level of initiative, communication and organisational skills.

## **Key Tasks and Responsibilities**

### **Front of House**

- Provide a warm and knowledgeable welcome to all visitors to Gasworks including Gallery audiences, groups and those attending participation events, as well as invigilation of the gallery
- Ensure that Gasworks front of house areas are tidy, presentable and comply with Health and Safety standards for the public and staff at all times
- Managing and arranging the weekend rota with all invigilation staff
- Manage the Front of House weekend invigilators, all communications, training, health and safety, and allocation of jobs for weekend staff. Plan and arrange 'introductory' meetings for all weekend invigilation staff
- Provide occasional introductory tours of exhibitions to student groups and members of the public
- Respond to enquiries via phone and email and social media
- Contribute to ensuring the gallery and exhibition interpretation materials are accessible to as wide an audience as possible

### **Communications:**

- Working closely with the Head of Communications to contribute to audience development strategy
- Website editing
- Copywriting for Gasworks e-newsletters, social media and other marketing materials (such as in house-posters and flyers)
- Audience research, collecting surveys and data entry
- Working with peer and partner organisations on events and cross-promotions
- Contribute to content creation for Gasworks and Triangle Network's social media accounts in partnership with other team members, collecting analytics data

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## **Editions:**

- Manage the storage and presentation of the shop (artist editions and merchandise) and maintaining shop systems
- Manage social media and marketing of editions as well as updating and maintenance of the Online Shop
- Carry out stock take and be first point of contact for all sales enquiries in the shop
- Work closely with the Bookkeeper regarding petty cash and shop income
- Assist Development Manager with handling and storage of editions as well as wrapping and shipping of editions
- Support the Development Manager with editions production, liaising with fabricators and framers
- Assist Development Manager in preparing editions and other relevant materials for art fairs
- Occasional offsite work supporting sales of editions at art fairs and other editions related exhibitions

## **Events and programmes:**

- Support the smooth running of all events (private views, public programme, VIP events) in liaison with the Development Manager
- Support the Development Manager ensuring that all patrons are listed on the website
- Read up and keep fully informed about exhibiting artists and residency artists
- Managing and overseeing the participation space, ensuring the room is tidy at all times and set up ready for meetings and community events
- Assist with hires and bookings of the participation space
- Support, where appropriate, Participation Residency Artist in setting up and clearing space for workshops, welcoming participants and any other duties required
- Work closely with the Programmes and Operations Coordinator

## **General:**

- Actively seek to implement Gasworks Equal opportunities policies, financial procedures and health and safety policies
- Contribute to and participate in a collaborative working environment, including weekly team discussions and other conversations

*This Job Description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and does not form part of the contract of employment.*

## **Person Specification**

### **Required**

- Educated to degree level or equivalent
- Excellent communications skills, both written and verbal and attention to detail
- Strong administrative skills, highly organised and excellent ability to multi-task, delegate and prioritise within a busy working environment
- Excellent IT skills, particularly in Word, Excel and Photoshop
- Experience of working as part of a small team and the ability to forge mutually respectful and effective working relationships with a diverse group of personalities
- Experience of social media and website management

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- An energetic, highly motivated and enthusiastic team player
- Demonstrable and informed interest in contemporary art and visual culture

## **Desirable skills and attributes**

- Experience of working with databases
- Experience of supporting and coordinating events eg. dinners, charity fundraising events
- Experience of working in a small scale arts organisation

## **Equality, Diversity and Inclusion**

Gasworks is committed to equal opportunities. We welcome applications from candidates of all backgrounds and are committed to building a diverse workforce. We particularly encourage applications from Black, Asian and ethnically diverse candidates, and disabled candidates, who are currently under-represented in employment within the visual arts.

Gasworks is fully accessible and compliant with the Equality Act 2010. We are a Disability Confident committed employer and guarantee to interview anyone with a disability whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that the individual must provide us with evidence in their application form, which demonstrates that they meet the qualifications, skills or experience defined as essential in the Person Specification.

The selection process will include a written cover letter and a panel interview. If you require any different arrangements at any stage of the selection process, please contact Laura Hensser on [laura@gasworks.org.uk](mailto:laura@gasworks.org.uk)

## **Benefits**

- 25 days of annual leave, plus UK public holidays
- Employer pension contribution of 5% of eligible salary
- Use of the Gallery's ICOM membership card, providing free entry to a range of arts organisations across the UK and internationally
- Discounts on Gasworks' limited edition prints
- Training and mentoring opportunities

**Deadline for applications:** Wednesday 2<sup>nd</sup> February, 10am

**Interviews will be held during the week commencing:** Monday 14<sup>th</sup> February 2022