

Job Advert and Description of Post

Office & Gallery Assistant at A.P.T Studios and Gallery

A.P.T is a studio and gallery provider based in Deptford, South East London. We have 42 fine art studios and we run an extensive exhibition programme for the A.P.T Gallery, along with visual arts projects such as the Creekside Open and the A.P.T Curatorial Fellowship. A.P.T is a registered charity and company limited by guarantee. Membership comprises a board of seven Trustees and 42 professional artists. A.P.T is managed by the Studio & Gallery Manager.

We have an opportunity for someone interested in the visual arts as we are looking to recruit an Office and Gallery Assistant.

Job Specification

- To support the administration of the A.P.T office
- To support the install and de-install of exhibitions, including equipment set up and documentation
- To draft newsletters, listings and post to social media
- Preparing web content including drafting text and resizing images

Essential Skills

- Literacy – ability to write well and communicate effectively via email and online
- Computer literate
- Knowledge/experience of social media
- Attention to detail and meticulous nature
- Good time management and ability to prioritise
- Ability to multitask
- Outgoing and confident liaising with exhibitors and public

Desirable

- Interest in contemporary art
- A familiarity with Photoshop, InDesign and Illustrator and MS Office
- Photography
- An understanding of AV/Digital equipment
- Technical knowledge/experience of hanging work/equipment

Person Specification

A.P.T is looking for an enthusiastic, self-motivated person to work in the office and gallery every Tuesday. They will report to the Studio & Gallery Manager. By its very nature as a Gallery and Studio provider A.P.T requires a flexible and accurate approach to all its work. This role is ideal for someone looking to gain experience with an arts organisation and we are not looking for overly experienced candidates.

Hours | The post holder will be required to work one day per week every Tuesday (seven hours). This is the main changeover day for exhibitions and therefore it is a requirement that the successful candidate can work on this specific day.

Pay | £10 per hour (reviewed annually by the Trustees)

Application deadline | Tuesday 14 November 2017 (by midday)

Interviews will take place between the 27 and 30 November 2017. Due to the high level of applications we are unable to give feedback on individual applications

To apply | Please email or deliver the following documents to A.P.T for the attention of Liz May, Studio & Gallery Manager by midday on Tuesday 14 November 2017.

1. Covering letter which briefly outlines your experience in relation to the Job, Skills and Person Specification, and why you would like the position
2. Curriculum Vitae, with two referees

Address | Liz May, Studio & Gallery Manager, Art in Perpetuity Trust, Harold Wharf, 6 Creekside, Deptford, London SE8 4SA

Email | aptlondon@btconnect.com

Date of posting | 24 October 2017