

## Gallery Assistant: Visitor Services, Exhibition and Associate Programming



We are seeking for a Gallery Assistant to support the Exhibition and Associate programming operations and who will make an important contribution to Newlands House Gallery and expand the capacity and range of skills within our small yet thriving and committed gallery team. This role would be a great fit for someone who is kind, organised, and has a good understanding of curating, organising, and coordinating exhibitions and associate programmes. Additionally, someone who is genuinely interested in supporting the development of a contemporary cultural organisation in the historic market town of Petworth.

**Do you have the experience and skills to work with the director and team, and oversee the smooth, efficient, safe and creative running of the Gallery?**

### **Newlands House Gallery**

**Newlands House is a new gallery inspired by the historic associations of Petworth and Sussex with great artists, writers, and designers from times past.**

Running in parallel with exhibitions dedicated to modern and contemporary art, photography and design, the gallery's annual cultural programme builds on the heritage of Petworth and the town's reputation for excellence in music, literature, and antiques.

Newlands House occupies a spacious Grade II listed Georgian townhouse and adjacent coach house in Petworth, West Sussex, in the heart of the South Downs. Spanning 7,500 square feet, the building was originally built for Dr. Newlands in the 18th century. Petworth boasts one of the country's largest art collections, housed in the National Trust's Petworth House and Park, and sits at the centre of Sussex's burgeoning cultural scene, spanning museums, art centres, festivals, vineyards, nature trails and stately homes.

Since opening in March 2020 with a tribute to Helmut Newton, the Newlands House Gallery has exhibited the work of some of the world's greatest artists from the 20th and 21st centuries, including Ron Arad, Joan Miró, Sean Scully, Liliane Tomasko, Julian Opie, Frank Auerbach, Eve Arnold and Leonora Carrington.

We are proud to be an independent gallery which is supported by a thriving Gallery team and a team of volunteers.

Newlands House Gallery is open 5 days a week Wednesday- Sunday: Weekdays 10-5pm and Sundays and Bank Holidays 11- 4pm.

## **Job Description**

### **Tasks**

- Handle administrative matters pertaining to gallery.
- Assist gallery staff (paid and volunteers)
- Contribute and provide customer services alongside Front of House staff.
- Supporting the installation, de-installation and removal of exhibitions.
- Assist with monitoring and maintaining appropriate environmental conditions within the gallery spaces
- Assist with planning staff (paid and volunteer) work schedules, shifts and rotas.
- Work with artists or exhibitors
- Assist in developing and coordinating the associate programme, i.e. workshops, talks and other related events
- Outreach
- Approach artist groups, collectives that would be interested on the education programme

### **General**

- Assist and coordinate the set-up of workshops and events
- Any other duties that may be requested by Gallery Director

## **Person specification**

### **Essential**

- Experience of exhibition and associate programming
- A degree in fine and visual arts or equivalent qualification
- Strong organisational, administrative and verbal and written communication abilities
- Good management and supervisory skills and experience.
- Strong affinity with contemporary art and artists, as well as interest in Education, access to the arts and community programmes.
- The ability to act with tact and diplomacy with individuals from a variety of situations and backgrounds.
- IT literate including Microsoft Word, Excel
- Practical awareness of health and safety issues.

### **Desirable**

- A postgraduate degree in fine and visual arts or a related discipline.
- Adobe suite, illustrator, photoshop, indesign

### **Conditions of work**

- Permanent contract: Part-time 14 hours per week on a flexible working basis, plus unpaid lunch breaks where applicable.
- Hours of work: flexible during the week 9.45am – 5.15pm, Wednesday to Friday, plus two Saturday's 9:45am – 5:15pm and two Sunday's 10:45am-4:15pm, per month
- Occasional evening work
- Salary: £12.21 hour. In addition, the benefits you are eligible to receive are, subject to availability:
  - 25 days annual holiday (pro rata for part-time staff).
  - Free entry for you and a guest to the exhibition
  - Staff discount

### **How to Apply:**

- Give us a call to register your interest on 01798651002 or send us an email at [enquiries@newlandshouse.gallery](mailto:enquiries@newlandshouse.gallery) with a CV and Cover Letter