

Golden Thread Gallery BAME New Needs Internship Application Pack



August 2020

Golden Thread Gallery New Needs BAME Internship

Thank you for your interest in the above role. Enclosed are the job description, person specification, and core terms and conditions. An equal opportunity monitoring form is also enclosed, and it would be helpful if this could be completed and returned with your application. Please note: this role is specifically intended for a member of the Black, Asian or Minority Ethnic communities.

To apply

1. Please send us a statement which sets out your interest in and suitability for the role, taking note to address separately each of the requirements of the essential and desirable skills and experience. Your statement should not exceed two sides of A4 paper.
2. Please also send us your CV, including the names and contact details of two referees, one of whom should be your current or most recent employer.
3. Please download and complete an Equality Monitoring Form from our website.

Please email your CV, statement and equality monitoring form to info@gtgallery.co.uk

Applications must be received by **midnight on Friday 4th September 2020**. Interviews are anticipated to be held in Belfast in the week commencing 14th September 2020.

If you have any queries about the role please email Liz Byrne at info@gtgallery.co.uk

We look forward to receiving your application.

JOB DESCRIPTION

Many of the skills needed to work in a gallery or arts organisation are gained through on-the-job learning, so this role will cover a range of areas: gallery administration; hospitality; condition reporting; artist liaison; gallery preparation. The intern will contribute to all areas of gallery activities and work with all key gallery personnel.

Administration

Under Supervision:

- To provide administrative support as/when needed across the gallery's portfolio of activities.
- Communicating with stakeholders via email, telephone and face-to-face
- Contribute ideas and feedback to curatorial team, namely Director, Deputy Director and Exhibitions Officer, aimed at increasing participation and value for BAME audiences
- Attend sector events as part of the GTG team e.g. Belfast Visual Art Forum meetings

Access and Participation

Under Supervision:

- To assist Front of House, including welcoming visitors and outlining Covid-19 safety measures
- To assist at gallery receptions, events, and tours of GTG exhibitions, i.e. with school groups
- Assisting in planning and delivery of workshops and other education / engagement activities
- Assisting in devising, planning and delivery of workshops and other education / engagement activities specifically aimed at increasing participation and value for BAME audiences

Promotion/ Marketing

Under supervision:

- To assist other staff members on the compilation of publicity material
- To assist in the compilation of visual promotional materials
- To assist in keeping the gallery's website and social media up-to-date
- To enhance our online output to increase participation of and value for BAME audiences

Technical

Under Supervision

- To carry out condition reports under the supervision of the technician
- To assist the technician with elements of installation or gallery preparation that may be required.

Any other duties necessary for the successful completion of the post.

Working Hours: 32hpw. Hours determined by a monthly rota and will include evenings and weekends. Applicants must be flexible to the needs of the organization. Unsociable hours may apply.

PERSON SPECIFICATION

Essential skills and experience

- Ability to prioritise a varied workload as part of a busy team, and stay calm under pressure
- Ability to adapt quickly to new challenges
- Strong communication skills
- Computer competencies including word, excel, email
- Excellent organisational skills and attention to detail

Desirable skills and experience

- A demonstrable interest in and passion for contemporary art and/or art galleries
- Experience working with members of the public
- Experience of assisting at events (for example, receptions, workshops, talks, tours)
- Experience of using social media

TERMS AND CONDITIONS OF EMPLOYMENT

Responsible to:	Senior Management Team
Reports to:	Deputy Director
Salary:	£8.75ph (full time equivalent £18,200)
Tenure:	October 2020 to March 2021 This is a 6-month training position. Please note that this appointment is subject to continuing funding/grant aid, and the contract may terminate earlier if funding is withdrawn.
Hours:	Part-time, 32hpw (more hours may be available at peak times) Gallery hours: Tuesday – Saturday. Hours determined by a monthly rota and will include evenings and weekends. Applicants must be flexible to the needs of the organization.
Place of work:	Golden Thread Gallery Some working from home may be necessary under Covid-19 restrictions.
Holiday:	28 days annual holiday per year pro rata
Pension:	An auto-enrolment pension scheme is in place with Nest. Under pension auto enrolment legislation, the employee will pay 5% (before tax relief) and the employer will pay 3% of qualifying earnings to the Nest plan.
Disclaimer	This document does not constitute an offer of employment nor forms any part of any contract
	Please note: this role is specifically intended for a member of the Black, Asian or Minority Ethnic communities.