

Matt's Gallery

92 Webster Road, London SE16 4DF

T (020) 7237 0398 E info@mattsgallery.org

Stanley Picker Traineeship

Fixed-term position (5 months, October – March 2019)

2 days per week (Tuesday and Wednesday)

Bursary of £2,630

Overview:

Matt's Gallery is a contemporary non-profit art gallery, established 40 years ago in East London. During this time, Matt's Gallery has been an independent and influential force in the visual arts sector, both nationally and internationally, championing the careers of artists such as Mike Nelson, Nathaniel Mellors, Lindsay Seers, Richard Wilson, Benedict Drew, Willie Doherty, Jimmie Durham and Susan Hiller.

In January 2018 Matt's Gallery moved to a new temporary space at 92 Webster Road, South East London. The gallery space presents a rapid succession of exhibitions and events, as we work towards permanent relocation in the Nine Elms development. The new Stanley Picker Trainee will work on an open ended, vibrant and responsive programme of artist presentations at the gallery including projects by Susan Hiller, Hayley Newman, Clare Gasson and a major commission by Jordan Baseman for the Wellcome Trust.

The Stanley Picker Traineeship, now in its 11th year, is a unique opportunity for a recent graduate or postgraduate to gain valuable professional development experience, working as part of a gallery team. The traineeship is offered on a part-time basis two days per week (Tuesday and Wednesday) for 5 months. A bursary of £2,630 will be paid over the course of the placement.

This professional traineeship is made possible with the continued generous support of the Stanley Picker Trust.

Applicants should have a strong desire to learn and develop within a professional gallery environment and will be required to demonstrate knowledge of the visual arts and an aptitude for research, as well as strong administrative, communication and organisational skills.

The deadline for applications is Monday 23 September 2019 at 5pm.

Interviews will be held w/c Monday 7 October 2019.

Please submit a brief covering letter with your completed application form, equal opportunities monitoring form and a 2-page CV to info@mattsgallery.org using the subject line Stanley Picker Traineeship.

Shortlisted applicants must be available to start in **October 2019** (final dates to be negotiated pending successful candidate's availability).

Due to the volume of applications unfortunately no correspondence can be entered into.

Matt's Gallery is an equal opportunities employer.

Role Description:

First Phase

The first two months of the programme will introduce a broad range of administrative tasks within the gallery, allowing the trainee to become familiar with the gallery's staff and operations. This will involve working closely with the Director and gallery staff on a range of projects including publications, exhibitions, education, fundraising and general gallery management. General duties will include:

- General administrative duties including answering telephone calls and emails and fielding enquiries as necessary; maintaining a centralised filing system for the Director and gallery staff, maintaining and updating the gallery mailing list
- Shadowing the Director and staff in artist's meetings, studio visits, external meetings and seminars
- Exhibition support
- Front of house activities including invigilation, greeting visitors, audience surveys and book sales
- Preparing material for press, funders and other external agencies

Second Phase and Review

At the end of the first phase there will be a review with the Director. This discussion will look at progress to date and establish the trainee's area of focus for the remainder of the placement. A plan of work for the remaining three months of the placement will be agreed with the Director. At the end of the five-month period, the trainee will have obtained a good working knowledge of the gallery structure and gained practical skills in gallery and exhibition management.

Trainees will choose from one of the following areas:

- Exhibitions (administration and technical assistance)
- Publications
- Local partnership development
- Press & Marketing
- Artist Liaison

Person Specification

Essential:

- Good knowledge of current visual art practices
- BA or MA degree in Fine Art, History of Art, Arts Management, Curating, Critical Theory or other relevant subject (MA students undertaking the internship to complement their course will be considered)
- Excellent written and oral communication skills
- Strong administrative and computer skills
- Ability to learn quickly and to adopt established working practices and procedures

Desirable:

- Prior experience of working in a gallery or visual arts organisation
- Knowledge of the public arts sector and current funding climate
- Advanced IT skills with knowledge of web development and creative software including Photoshop