

Job Title: Gallery Activities Coordinator

To support the development of a new Gallery programme at Sun Pier House.

Hours	28 hours per week
Wage	£10 per hour
Location	Sun Pier House, Medway Street, Chatham, Kent, ME4 4HF
Contract Type	8 months fixed term (potential for extension)
Application Deadline	Midday Tuesday 12 th July 2022
Interview Date	Week commencing 18 th July 2022

The Organisation:

We're a not-for-profit organisation, working to support artists and creative industries in Medway. Sun Pier House CIC was formed in 2013 to support Medway's unique creative culture. We offer a base for established and start-up artists to develop their practice, and we deliver a varied exhibition and arts programme.

Split over three floors our venue is home to 29 artists, a large exhibition gallery, events space, hire rooms, cafe and workshop space – all enjoying a glorious panoramic view of the river Medway.

We work with artists, creative organisations and those who want to make the world better through cultural engagement.

The Role:

We would like a new member of the team solely focussed on engaging audiences with our gallery and exhibitions. We reopened in May 2022 after 2 years closed to the public. This is a brand-new role and with the Re:Generation 2031 support we will have the confidence to test some new ideas.

We want to create a new programme of activities and events, suitable for all budgets to make people feel welcome in the Gallery and give them regular reasons to visit and feel involved in our space. Gallery

footfall has always been fairly low since opening in 2014, we now want to try some new techniques to increase awareness and visitor engagement in our space.

You will be directly managed and supervised by the Directors and Assistant Manager, with daily conversations about the day's tasks and week's activities, as well as regular meetings about wider work streams. We have a clear exhibition programme established for the next 12 months, this Coordinator role supports that programme and you will be guided by us on how to develop the activities and deliver a new events programme with us.

You will gain hands on learning and impressive communication skills that are transferrable to many other roles. This position encompasses many aspects needed to work in the creative industries, such as:

- Time management
- Interpersonal skills
- Flexibility and adaptability
- Budget management
- Venue management
- Marketing and promotions
- Booking and sales
- Creativity and innovation
- Gallery and exhibition management
- Artist support and client liaison
- Monitoring and evaluation
- Report creation and presentation

Informal training as well as formal training would be provided throughout the placement. With our changing exhibition programme and 29 artist residents there is limitless mentoring and coaching available during the contract.

This role is part-funded and supported by Re:Generation 2031, a Creative Estuary project. [Creative Estuary](#) has a vision to forge a new future founded on creative energy and innovation, along the length of the Thames Estuary. Re:Generation 2031 is enabling more young people to access creative careers, to champion the next generation of creative talent.

The Re:Generation 2031 team are here to help if you need support applying for this role such as CV writing or preparing for an interview. Please email the team at regen2031@kent.ac.uk for assistance or guidance.

Key Responsibilities:

The post-holder will undertake the following duties:

- Drive footfall, engagement and online awareness to our changing exhibition programme and gallery spaces
- Create a warm and inclusive environment that visitors will want to come back to
- Liaise with the exhibiting artist/s to assist, facilitate, and support the artists events in the Gallery related to the exhibition
- Document the exhibitions each month, with online content creation for social media, YouTube, SPH website and archive
 - Assist and manage the creation, weekly changes and maintenance of signage and wayfinding to the gallery for visitors (chalkboards, banners, posters, laminated signage, etc)
- Act as a social invigilator of the Gallery space, able to talk about the current shows, welcome visitors, engage with children, and assist anyone who needs access support (e.g., audio describe the images to a person with sight loss)
- Create, support and deliver weekly arts activities in the Gallery space, ranging from simple colouring-in sheets for children, to artist walk and talks, pre-booked workshops, home-ed sessions, school visits, etc.
- Monitor and gather feedback, online engagement, footfall and provide simple monthly reports to the SPH team
- Assist and oversee the maintenance and cleanliness of the Gallery space, ensuring it is public ready every day,
- Become a member of the SPH Advisory Board and support our wider programmes, development, and growth
- Assist the SPH team with our wider arts programme and events schedule, e.g., festival and events stewarding,
- Answer the office phone confidently and relay any messages, etc.
- Assist and develop opportunities to grow SPH engagement with young adults (18- 25)

Person Specification:

The following Person Specification is a guide only. You do not need any formal qualifications or to meet every criteria to apply.

Sun Pier House thrives to be an inclusive arts space, creating opportunities to enjoy and engage in arts activities for all. We welcome people to our team with a can-do attitude and an interest in helping to shape our arts organisation to be better.

Skills:

- Ability to communicate well - face to face, in writing and over the phone
- Happy working with the public and interact with people of all ages and abilities
- Able to think for themselves and problem solve
- Good listening skills and able to take direction
- Ability to work independently as well as in a team

Attributes:

- An interest in Visual Arts and a creative person
- A proactive and can-do attitude
- Willing to get stuck in and help out with multiple tasks and teamwork
- Interest in social media and awareness of multiple platforms and their uses
- Interest in photography and creating good images and videos

Eligibility:

Due to the criteria of the funding of this position, to be eligible to apply for this role you must be:

- Aged between 18 and 25 at the time of appointment
- Currently residing in one of the following districts of South Essex or North Kent:
Basildon, Canterbury, Castle Point, Dartford, Gravesham, Medway, Southend, Swale, Thanet or Thurrock.
- Not currently in employment in a role within the creative industries.
- Not in full-time education or training at the point the work commences.

How to apply:

To apply please put together the following:

- A written CV listing your education and any paid or voluntary work experience you have
- Either a written covering letter or a video/audio recording telling us why you would be good for this role and how you meet some or all of the criteria outlined above.

Then please email both of these to regen2031@kent.ac.uk

If you need any assistance in putting your application together or would like this advert in a different format please contact the team on the email above.

Creative Estuary is supported by the Department for Digital, Culture, Media and Sport's Cultural Development Fund which is administered by Arts Council England.