

COLLECTIVE

22-28 Cockburn Street
Edinburgh
EH1 1NY

August 2011

Dear Applicant

VOLUNTARY PROJECTS ASSISTANT

Please find enclosed your information to enable you to apply for the above post. In order to this you will need:

- **Task Description**
- **Person Specification**
- **Application Form**
- **Equal Opportunities Form**

The Application Form along with the Equal Opportunities Form should be returned to the Collective Gallery by **5pm Friday 23 September 2011**. The date for interviews is **Wednesday 5 October** and our preferred start date is **Tuesday 18 October**.

Please note that this post is not open to students. Students can sign up for our Volunteer Database, and get involved in more ad hoc volunteering opportunities.

Best wishes

Kate Smith
General Manager

COLLECTIVE

TASK DESCRIPTION

VOLUNTARY PROJECTS ASSISTANT

(6 Months Training Placement – Voluntary)

The **Voluntary Projects Assistant** posts have been developed as a training package providing an introduction in basic administrative, exhibition and project management skills for those interested in pursuing a career in the contemporary visual arts.

The Post

This position would suit someone looking to begin a career in arts administration. However it also provides the opportunity for individuals to explore decisions about their future, for example in deciding to pursue their own practice. We promise you lots of support and opportunities to develop your skills and confidence - a rewarding and enjoyable experience as you work as part of a knowledgeable and dynamic team!

Structure

The post is structured to provide maximum support and optimise training for individuals. Volunteers will be given regular support meetings. At three months there will be an evaluation and review. Individual progress will be discussed in detail and we will seek to provide more tailored training and the opportunity to be involved in activities, events or projects that are of special interest to the volunteer. Volunteers are included as a core part of the staff team and their input is encouraged. At the end of the placement support will be given in moving on. That could include job search or advice on professional practice.

Hours

3 days a week, one of which will either be Saturday or Sunday.

To Apply

Closing Date: 5pm Friday 23 September 2011
Interviews: Wednesday 5 October 2011
Start Date: (Preferred) Tuesday 18 October 2011

Applications to be **posted** to: Kate Smith, General Manager,
Collective Gallery, 22- 28 Cockburn Street, Edinburgh EH1 1NY. Or emailed to
katesmith@collectivegallery.net

COLLECTIVE

TASK DESCRIPTION

VOLUNTARY PROJECTS ASSISTANT

(6 Months Training Placement – Voluntary)

Main Objective: VOLUNTARY PROJECTS ASSISTANT

To assist in the general administration and organisation of all aspects relating to the work of the gallery. The main purpose of this role is to provide opportunities for personal and career development through general support of the Collective Gallery's operations in the areas of projects, administration and exhibition organisation.

Specific Responsibilities: VOLUNTARY PROJECTS ASSISTANT

• General Administrative Support

Answering enquiries about the gallery or specific projects.
General word processing.
Database management – data inputting and updating of databases.

• Front of House

Greeting the public, counting attendance, answering telephone and taking messages.
Invigilating in the gallery and monitoring security of artworks.
Maintaining the cleanliness of public spaces; galleries and reception.
Customer care.

• Exhibition/ Project Support

Assisting with installation of exhibitions.
Assisting with general support of projects outwith the exhibition programme.
Assisting with mass mailings.

• Artists Support

Researching suppliers and meeting artists needs.
Organising artists travel and accommodation.
To act as an artist's assistant during installation.

• Events Co-ordination

Support and development of events to coincide with the Collective's exhibition programme.

• Archives

Compile and catalogue all material relating to the exhibition and events programme.
Work methodically to maintain the gallery's archive.

• Marketing

General support for marketing initiatives.
Distribution of marketing material.

• **Online Listings**

Compilation and issuing of online listings as appropriate each month.
 Updating online listings monthly.
 Updating our social networking sites; My Space and Facebook.

• **Common Activities**

Attendance at openings and other occasional evening work as required.
 Other duties as reasonably required by the Director or supervisor.

Person Specification: VOLUNTARY PROJECTS ASSISTANT

	Essential	Desirable
Interest in the contemporary visual arts	X	
An understanding of the gallery's aims and objectives	X	
Basic numeracy	X	
Good communication skills	X	
Outgoing and flexible	X	
Ability to work under own initiative and also within a small team	X	
Some IT skills	X	
Experience of working with artists		X
Some basic technical/ installation skills		X
Knowledge of social networking sites would be an advantage but training is available		X