

G A S W O R K S

Programmes and Operations Assistant Job Description and Person Specification

Introduction

Gasworks & Triangle Network

Established in 1994, Gasworks is a contemporary visual art organisation that provides studios for local artists and develops a programme of artists' residencies, exhibitions, events and educational activities. Housing under one roof the various aspects of contemporary art practice - conception, production, dissemination and debate - Gasworks aims to support talent development of UK and international artists either at early stages of their career or when needing time to experiment with innovative ideas, methods and media.

Gasworks is also the hub of the Triangle Network, an international network of grass-roots arts organisations sharing the common aim to support and promote emerging talent through cultural exchange and artists' mobility. Established in 1982, Triangle's main activities include workshops, residencies, exhibitions and outreach events. Triangle also encourages peer-to-peer learning, professional development for artists and the dissemination of emerging international art practices.

Vision

Gasworks and Triangle create projects and develop partnerships at local and international level, prioritising activities that support emerging artists and peer organisations in under-represented regions or countries. International exchange is at the core of the organisation, addressing the need of emerging artists to make new work in contexts that instigate dialogue and exchange of ideas. The majority of Gasworks and Triangle's projects are open-ended, process-based and artists led. Similarly, exhibitions are generally the result of new commissioned work resulting from long-term engagement and discussion between coordinators, curators and artists.

Aims

The organisation's aims include:

- Focusing on artists' talent development by providing a physical and conceptual space in which to develop, discuss and disseminate emerging artists' practice.
- Championing experimentation and innovation in contemporary arts by offering resources and stimulating dialogue between artists working within different contexts and cultures.
- Challenging existing readings and re-evaluating historical debates on international contemporary art through new curatorial research and artists commissions.
- Making ambitious and innovative projects accessible to a wide audience as a means of providing the public with opportunities for experiencing and taking part in contemporary art.
- Ensuring the organisation's long-term resilience and sustainability through fundraising, greater visibility, stronger partnerships and mutual support.

Programmes and Operations Assistant

Job Title:	Programmes and Operations Assistant
Employer:	Gasworks, 155 Vauxhall Street, London, SE11 5RH
Reports to:	Programmes Manager / Deputy Director
Contract:	12 month contract, part time
Hours of work:	9.30am – 6pm, two consecutive days to be agreed. Some evening and weekend work will be required, compensated by time off in lieu.
Salary:	£19,200 per annum, pro rata (£7,680 – 2 days a week)
Start date:	Contract starting July, 2019 with 3 months' probation

Purpose of Job

The Programmes and Operations Assistant is a new, entry-level post responsible for supporting the team at Gasworks in the day to day running of the building, exhibitions and residencies administration, and events set up.

The Programmes and Operations Assistant is a very hands on role, responding to the varied tasks associated with the production and installation of exhibition commissions and day-to-day management of the residency programme, as well as the general upkeep of the building. Responsibilities include assisting with production-related research for exhibitions, maintaining the residency house and studios, assisting with running events and supporting residency artists during their time in London.

We are seeking an enthusiastic, reliable, and highly motivated person who can take on a variety of tasks to support the busy working environment at Gasworks. The role requires a high level of initiative, communication and organisational skills.

Key Tasks and Responsibilities

Building operations

- Support the Finance and Operations Administrator and Deputy Director with building maintenance, the general upkeep of the office and public areas of the building.
- Carry out minor repairs of the building and coordinate general building maintenance sourcing contractors, getting quotes for work, keeping a list of suppliers etc.
- Support on all matters related to Health and Safety.

Exhibitions Programme

- Provide technical and operational support for exhibitions and associated events.
- Assist with the daily upkeep of Gasworks' store as well as AV and technical equipment.
- Support the Programmes Manager with exhibitions logistics and administration, including researching and ordering materials, securing loans, transport, insurance and condition-checking artworks.
- Assist with email and phone enquiries about the exhibitions programmes.
- Assist with installations and de-installations, providing support to technicians when required.

Residencies Programme

- Support the Programmes Manager with the administration of open calls and applications.
- Assist with the maintenance and up keep of the Residency House.
- Assist with email and phone enquiries related to the residency programmes.
- Help to organise artists' visas and travel arrangements.
- Help to provide visiting artists with all practical, technical and administrative support throughout their residency and for the open studios.
- Facilitate access to resources and other research material as required by visiting artists, in discussion with the Programmes Manager, during their residencies.
- Support the organisation with other residency events.

General

- Actively seek to implement Gasworks Equal opportunities policies, financial procedures and health and safety policies
- Contribute to and participate in a collaborative working environment, including weekly team discussions and other conversations

This Job Description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and does not form part of the contract of employment.

Person Specification

Required

- Strong level of practical and technical skills
- Excellent communications skills, both written and verbal, and high attention to detail
- Strong administrative skills, highly organised and excellent ability to multi-task, delegate and prioritise within a busy working environment
- Excellent IT skills, particularly in Word, Excel and Photoshop
- Experience of working as part of a small team and the ability to forge mutually respectful and effective working relationships with a diverse group of personalities.
- An energetic, highly motivated and enthusiastic team player.
- Demonstrable and informed interest in contemporary art and visual culture.

Desirable skills and attributes

- Experience of exhibition administration, including logistics, installations and de-installations.
- Experience of working in a small scale arts organisation

Deadline for applications: Monday 17th June, 10am

Interviews will be held during the week commencing: 1st July, 2019