

## **Beaconsfield Gallery Vauxhall**

### **Volunteer Gallery Assistant Role**

*Beaconsfield, " – the south London gallery which has been curating cutting edge art since 1994..." (the Guardian Guide) is a charity within the 'Voluntary Sector': a 'micro' arts organisation with a big agenda.*

BGV is looking for volunteer Gallery Assistants to join our small committed team. Volunteering with Beaconsfield has proved to be a good opportunity to gain hands-on experience in a dynamic contemporary art organization with our volunteers going on to achieve excellent positions in the arts. We are looking for people with a friendly, confident manner, commitment to time-keeping and a keen interest in contemporary art.

Duties include:

- being the first point of contact for all visitors
- opening and closing exhibitions at the beginning and end of the day
- audience monitoring tasks
- marketing support
- assisting the smooth running of the galleries.

Volunteers always work alongside other members of staff and we are committed to providing experience without exploitation. A full introduction to the role will be given in person. We ask for your commitment and enthusiasm 1-3 days a week for a minimum of three months. In return, we offer useful work experience, a reference (on request) and travel expenses.

Please apply by sending a CV and a brief cover letter to [gabriela@beaconsfield.ltd.uk](mailto:gabriela@beaconsfield.ltd.uk).

BGV is an independent, commissioning organisation. Set up by artists in 1994, it provides an important resource for the development and presentation of international contemporary art.

**BGV is an equal opportunities employer and welcomes applications from all sections of the community.**

## **Volunteer Gallery Assistant job description**

Key responsibilities:

- Opening up gallery spaces and switching exhibitions on/off.
- Customer focus – providing a warm welcome, making sure visitors receive gallery text, a map, know where the exhibition is, know they can come to you with any questions (and answering questions about the show/organisation etc. wherever possible, to the best of your ability. Noting down anything that should be referred to BGV management).
- Monitoring – recording audience numbers, encouraging visitors to fill in monitoring and mailing form.
- Ragged Canteen – providing support when the café is busy. Working as a team to ensure everything runs smoothly.
- Regularly checking that the exhibition is running smoothly and that visitors are acting appropriately.
- Checking that gallery text is kept stocked-up and that leaflets, gallery information and further reading displays are all kept in good order

Volunteers are often the main point of contact for visitors.

## **Personal specification**

Essential:

- A friendly, confident manner
- Customer service skills (notably, the ability to be helpful without being overbearing)
- Reliability
- Ability to work as part of a team as well as (to a certain extent) independently
- Flexibility (willingness to pitch-in)
- Enthusiasm about contemporary art in general

Desirable:

- Enthusiasm about BGV's work in particular
- Knowledge of the broader context of contemporary art

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