

# THE PHOTOGRAPHERS' GALLERY

<b>Post:</b>	Kickstart Scheme: Development Assistant
<b>Team:</b>	Development Team
<b>Line Management:</b>	Senior Development Manager
<b>Contract:</b>	3 days / 24 hours a week (additional hours for events may be required). Fixed six months.
<b>Location:</b>	London. Predominantly office-based with remote/flexible working when required.
<b>Salary:</b>	£13,540 pa (£10.85 per hour)
<b>Holiday:</b>	16 days
<b>Pension:</b>	NA

## The Photographers' Gallery

The Photographers' Gallery is the UK's leading centre for the presentation and exploration of photography in all its forms and a dedicated home for an international photographic community. Established in London in 1971, it has been instrumental in reflecting photography's pivotal role in culture and society and championing its position as a leading art form through a rich programme of exhibitions, talks, events, workshops, courses and other activities. Read more about the Gallery [here](#)

## Team Description

The Development Team is primarily responsible for fundraising for the annual revenue needs of the Gallery's programme of activities, beyond what is already generated by the Gallery's Enterprises (Print Sales, Bookshop and Café). The funding relationship with our major stakeholder, Arts Council England (ACE) is primarily handled by the Director and Deputy Director.

In addition to the Development Assistant, the team includes:

- The Director of Business Development, primarily focused on securing new business across all income streams and supporting the Director with strategic projects;
- A Senior Development Manager, focusing primarily on Individual Giving (cultivation and stewardship of relationships), stewardship of Corporates and T&F relationships
- A Development Officer, responsible for General Membership, Development Events and day-to-day administration of schemes
- A Trusts and Foundations Consultant (two days per month), responsible for the Trusts and Foundations strategy and applications.

The development team works closely with all other Gallery teams – in particular Programming (education/exhibitions), Communications and Print Sales.

## **About this Role**

The Development Assistant will have the opportunity to learn about arts fundraising working across all income sources: Individuals, Corporates and Trusts and Foundations. The Development Assistant will play a central role in the team, assisting with the day to day administration, donor cultivation and stewardship, coordination of departmental mailings for upcoming events and research projects as instructed by other members of the team. By the end of the six months you will have worked independently on projects across all income streams and will have an understanding of how fundraising works within an Arts organisation.

## **Main Responsibilities:**

- Undertake research tasks for the Director of Business Development and Senior Development Manager for Individuals, Corporates and Trust & Foundation
- Support the organisation and delivery of all events including mailings, processing bookings, taking payments and guest list management
- Support the Development Officer in the day-to-day running of the Membership schemes including processing memberships
- Gather information for proposals and reports for Trust and Foundations and Corporate supporters
- Organise, compile and send out mailings including monthly members' and patrons' newsletters, ad-hoc communications and postal mailings
- Support the Development Officer with financial reconciliation, processing of invoices and gift aid monitoring
- Undertake any other duties appropriate to this role and/or in support of the Development Team

## **Person Specification:**

- Administrative and organisational abilities with a close attention to detail
- Confident communicator with solid writing skills
- Tact, confidence and the maturity to work with and liaise with a wide range of people, on the telephone and in person
- Highly computer literate; fluent knowledge of Microsoft Office suite
- Ability to use own initiative
- Ability to work as part of a team as well as independently
- Problem-solving skills with an eye for detail; calm approach under pressure
- Ability to work within a fast-moving environment and to deliver within restricted time, space and financial resources
- An interest in pursuing a career in Fundraising and working in the charitable sector
- A genuine interest in photography and a commitment to the visual arts
- An interest in organising and working on events

**Whilst the above person specifications offers a useful guide to the experience level expected, we encourage applications from anyone who feels they could bring alternative, equally beneficial skills, experience and perspective to the role.**

The Photographers' Gallery is committed to equal opportunities and encourage applications from all persons without discrimination. We particularly welcome applications from people currently under-represented in the arts sector.

To apply please download an application form from <https://thephotographersgallery.org.uk/about-us/job-vacancies-tpg> and email completed applications to [vacancies@tpg.org.uk](mailto:vacancies@tpg.org.uk) with subject header: **Kickstart Scheme: Development Assistant.**

**Deadline for applications:** Midnight 26 January 2022

**Interviews scheduled from:** W/C 31 January 2022

*Please note: if you are not invited for interview, we are sorry but your application has not been successful.*



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