

THE PHOTOGRAPHERS' GALLERY

Post:	Kickstart Scheme: Director's Assistant
Team:	Directorate
Line Management:	Director and Deputy Director
Contract:	3 days / 24 hours a week (additional hours for events may be required). Fixed six months.
Location:	London. Predominantly office-based with remote/flexible working when required.
Salary:	£13,540 pa (£10.85 per hour)
Holiday:	16 days
Pension:	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 Director's office is primarily responsible for the overall artistic policy, management and operations of the Gallery. The Director provides the overall vision for the organisation and works closely with both the Gallery's Board of Trustees and the Executive Management Team (comprising Head of Exhibitions, Head of Education, Director of Communications, Director of Business Development, Director of Finance, Operations and Business Enterprises) to develop the strategy for implementation and delivery of the Gallery's vision.

About this Role

This is an exciting opportunity as part of the Kickstart scheme to join a small, resourceful and dynamic team at The Photographers' Gallery. The Director's Assistant will have the opportunity to learn about how a public (not-for-profit) gallery operates – gaining an insight into governance, funding, staff roles and strategy. The Director's Assistant will play an important role providing invaluable support on many aspects of the day to day running of the Gallery as well as certain special projects. Working at the heart of the organisation will enable the candidate to establish a good understanding and insight into the different job roles within a public gallery gaining valuable experience for future career in the Arts.

Main Responsibilities:

- Organise regular meetings with key project teams, and where relevant take minutes and compile actions. This includes attending trustee meetings and taking minutes.
- Support the Director with the delivery of two special projects – Soho Photography Quarter's launch in Spring 2022 and 50 Anniversary poster publication
- Assist and compile the Director's monthly reports to staff and assist with any actions in relation to Gallery staff meetings
- Manage the Director's diary, and when appropriate, organise any work travel when necessary
- Be the first point of contact for staff and external enquiries wishing to liaise with the Director
- Undertake any other organization/admin for the Director as deemed appropriate.

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 the Arts and working in the charitable sector
- A genuine interest in photography and a commitment to the visual arts
- An interest in pursuing a career in the Arts and working in the charitable sector

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 with subject header: **Kickstart Scheme: Director's 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.



Supported using public funding by

**ARTS COUNCIL
ENGLAND**