

THE PHOTOGRAPHERS' GALLERY

Post:	Kickstart Scheme: Programme Assistant
Team:	Education
Line Management:	Curator, Talks & Events & Curator, Schools & Young People
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 Programme Assistant is one of four staff working in education. Education staff work directly with the Gallery's audiences encouraging their engagement with the exhibitions and photography more broadly, supporting career development and helping build people's photography knowledge, understanding and skills. Education staff are part of the wider Programming team (totalling 9 people) which includes exhibition curators. Education staff include: Head of Education & Projects; Curator, Schools & Young People; and Curator, Talks & Events.

Collaborating with a variety of photographers and other professionals, education staff organise a wide range of activities for all ages and levels. They are responsible for the planning, development, delivery and evaluation of projects, talks, events, courses, workshops and activities for adults, school groups and young people.

The majority of on-site events, courses and workshops take place on our flexible Eranda Studio (on the Gallery's 3rd floor). This space is equipped with a projector, as well as amplification and recording facilities, tables for workshops and courses, and seats for up to 100 people. The café space is also available for use outside Gallery opening hours for courses and events.

About this Role

The Programme Assistant will support the administration, delivery and evaluation of programmes and projects. They will gain experience working with other creative practitioners and engaging with a broad range of audiences with different backgrounds, needs, interests and abilities. Alongside supporting education activities more generally, over their six-month time at The Photographers' Gallery they will contribute directly to two key projects:

- the Develop youth careers programme;
- a 10-week course for adults.

The Programme Assistant will take part in an induction, training opportunities and monthly professional development meetings. They will develop an understanding of career routes in the arts, culture and charity sector.

Duties and Responsibilities:

- Undertaking research and planning for future programmes;
- Assisting with the delivery of online and gallery-based events including AV checks, communication with external contributors;
- Contributing to monthly staff and weekly team meetings;
- Gathering audience feedback and collating data for reporting purposes;
- Basic sound, image and video editing;
- Updating the Gallery's website;
- Marketing for events using email and social media;

Please note: the above list is an indication of the types of work involved. The work will be varied and focussed.

Person Specification:

- an interest in photography and related media;
- a genuine enthusiasm for creative learning;
- an openness to work flexible hours, particularly early evenings and some weekends;
- self-motivated with an ability to work under own initiative and collaboratively;
- excellent research skills, particularly online;
- superb communication and interpersonal skills;
- a commitment to equality and diversity, and to reaching audiences who may face barriers;
- a desire to work with audiences at all levels of education, professionals in the field as well as those with a enthusiasm for photography and art.

Whilst the above person specifications offer 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: Programme 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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