

# WORK WITH US



Programme and Engagement Assistant  
(part time)  
Job information pack

## JOB DESCRIPTION

<b>Job Title:</b>	Programme and Engagement Assistant
<b>Working hours:</b>	Part-time, 3 days per week (24 hours)
<b>Location:</b>	Office-based
<b>Term:</b>	Permanent
<b>Salary:</b>	Band B: £25-27k (dependant on experience), pro-rated
<b>Department:</b>	Programme and Engagement
<b>Reports to:</b>	Exhibitions Manager
<b>Works closely with:</b>	Head of Programme and Engagement, Programme and Engagement Team, Curatorial Team, Volunteers, Guest Curators, Visitor Experience and Operations Team.
<b>Application deadline:</b>	20 October, midnight.

## ABOUT THE ROLE

The Programme and Engagement Team are responsible for delivering meaningful encounters with art to the widest possible audiences to support our organisational vision.

We provide the Gallery's dynamic programme of high-quality temporary exhibitions, creative experiences, and a suite of innovative learning and engagement programmes.

The Programme and Engagement Assistant provides essential project assistance and administrative support for the Programme and Engagement Team. Requiring strong administrative, organisational and communication skills, it's a crucial role underpinning the department's work. As a small team, the role is very varied and offers opportunities to gain a wide range of experience across all aspects of our work.

# MAIN DUTIES

- Provide broad administrative support for the Programme and Engagement Team portfolio of exhibition and learning activities. This will include processing invoices, room bookings, correspondence and updating documentation.
- Contribute to budget management by processing and tracking receipts, invoices and expenditure and maintaining budget records.
- Field general enquiries, including monitoring of inboxes as appropriate.
- Provide practical support for exhibitions and learning activities including ordering and preparing supplies, prototyping, checking stock, art studio upkeep and environmental readings.
- Support project documentation including paperwork, folder management, collating feedback and filing documents.
- Liaise effectively and clearly with key stakeholders including guest curators, lenders, key partners, contractors, artists and student placements.
- Support evaluation and reporting across the Programme and Engagement Team.
- Support volunteers, student placements and work experience students where appropriate.
- Supporting departmental advocacy and collaborative working.
- Out-of-hours work as required.

This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

# PERSON SPECIFICATION

## Essential Attributes

- Enthusiasm for creating programming and exhibitions in an arts or cultural setting.
- Highly organised, able to prioritise a varied and busy workload, ability to effectively manage workload to deadlines.
- Excellent administrative skills.
- Helpful and positive solution-based attitude, ability to work within a team and across departments.
- Able to work independently and creatively as part of a team.
- Attention to detail and high level of accuracy with strong record keeping skills.
- Excellent communication and interpersonal skills.
- Demonstrable sensitivity and empathy when working with people, including vulnerable individuals and groups.
- IT literate with sound experience of Microsoft Office, Excel and related programmes.
- Willingness to occasionally work flexible hours as required by the schedule.
- Committed to equity, equality, diversity and inclusion, particularly in relation to breaking down barriers to engagement and facilitating access to the gallery and collection.

## Desirable

- Experience of working in an arts or cultural setting.
- Experience of using Tessitura or CRM databases and Adobe Creative Suite.
- Experience with and enthusiasm and passion for working with all audiences.
- Good understanding of the local context in South London.
- Understanding of and commitment to equality, diversity and inclusion in the workplace and sector more broadly.



The 2019 Pavilion 'The Colour Palace'

## ADDITIONAL INFO AND HOW TO APPLY

### Annual Leave:

25 days per year (pro-rata) plus your birthday, UK bank holidays, and an additional two discretionary Director days holiday per year. If a bank holiday is worked, then this can be taken in lieu.

### Pension:

The Gallery auto enrolls employees into a pension scheme in accordance with Part 1 of the Pensions Act 2008

### Salary:

Band B: £25-27k (dependant on experience) pro-rata

### Benefits

- Flexible and remote working (this can be requested and is at the discretion of the line-manager and within the constraints of the role)
- Discount in the Gallery shop and café
- Interest-free season ticket loan and cycle to work scheme
- Part of the reciprocal arrangement with free entry to many museums and galleries across London

### How to apply:

Applications should be made by submitting a CV and maximum one-page covering letter to [recruitment@dulwichpicturegallery.org.uk](mailto:recruitment@dulwichpicturegallery.org.uk). Please apply by midnight on 20 October.

Your application should provide a clear explanation of why your skills and experience are relevant for this role. You can choose to make your application in a form of your choice. This can be a traditional CV and covering letter, or you could for example send a video.

In addition please complete the anonymous [Equality, Diversity and Inclusion Monitoring Form](#).

We value the perspectives and experiences that you can bring and even if you feel you meet some of the criteria, but not all, we encourage you to apply.

We are happy to support with any resources and adjustments for anyone who needs it, to make applying for this role easier. In your application please do let us know how we can support you; this will not influence your application. At Dulwich Picture Gallery, we recognise our responsibility to provide meaningful and relevant experiences for everyone.

We welcome applications from applicants with experience of working, living or studying within our key priority boroughs of Southwark, Lambeth and Lewisham, and are particularly keen to hear from candidates who identify as Black, Asian and minority ethnic, disabled and/or people from lower socio-economic backgrounds, as these groups are currently underrepresented in our organisation and reflect our local community.



Dane Hurst at Dulwich Picture Gallery 2018

## BRAND AND CULTURE

### **Our Vision**

A world where closer connection with art enhances life

### **Our Mission**

Unlock art for all, to spark ideas and imagination

### **Our Shared Idea**

Bringing art to life and life to art

## Our Values

### **Show you care**

We care for our collection, our site, our audiences, communities and each other

### **Dare to try**

We are ambitious and inventive, and unafraid to try new things; valuing creativity and considered experimentation

### **Bring others with you**

We are open and communicative, creating and sharing opportunities through positive partnerships