

## Director's Office Volunteer

### Voluntary worker role outline

#### Background

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For over a century the Whitechapel Gallery has premiered world-class artists from modern masters such as Pablo Picasso, Jackson Pollock, Mark Rothko and Frida Kahlo to contemporaries such as Sophie Calle, Gilbert & George, William Kentridge, Sarah Lucas, Gerhard Richter and Cindy Sherman.

With beautiful galleries, exhibitions, artist commissions, collection displays, historic archives, education resources, inspiring art courses, dining room and bookshop, the Gallery is open all year round, so there is always something free to see.

The Gallery is a touchstone for contemporary art internationally, plays a central role in London's cultural landscape and is pivotal to the continued growth of the world's most vibrant contemporary art quarter.

#### Role

Director's Office Volunteer

#### Accountability

The Director's Office Volunteer is supported by and reports to the Director's Assistant

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## **Overview**

Voluntary placements at the Whitechapel Gallery are an opportunity for candidates to gain training, skills and experience in a specific aspect of the workings of a public gallery. Volunteers will also gain an insight into the different career paths available in the arts sector, and have the opportunity to be mentored by experienced professionals.

The Director's Office Volunteer will gain work experience in the busy Director's office, supporting the Director's Assistant in daily administration duties and research projects set out by the Director.

The Director's Office comprises the Director and Director's Assistant.

Some of the tasks and projects that the Director's Office Volunteer may experience include:

### **Administration**

- Assisting with national and international travel arrangements
- Assisting the Library Assistant with maintaining and organising the Curatorial Library
- Helping to manage the Director's post and filing correspondence by category

### **External relations**

- Assisting with daily correspondence and replying to invites.
- Assisting with telephone enquiries and continuing strong relationships with external supporters.

### **Research**

- Compiling Powerpoint presentations
- Undergoing research into artists, current debates and topics, galleries and events, images and pictures and exhibitions set by the Director or Director's Assistant
- Researching funders and peers nationally and internationally

### **Competencies & outcomes**

- Interest in working in arts administration
- Demonstrable interest in contemporary art and the work of the Whitechapel Gallery
- Transferable administrative skills
- Transferable research skills

**Other details**

- Supervisor: Director/Director's Assistant
- Hours: traineeships are designed to be flexible, with a possibility for up to two days per week
- Duration: up to six months
- Expenses: Up to £10 per day for travel and lunch (with receipts)

The Whitechapel Gallery strives to be an equal opportunities employer and welcomes applications from all sections of the community. Charity number: 312162 Company number: 4093862