

## HLF Development Traineeship

### Work based training tasks and projects

#### **Background**

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, Lucian Freud, Gilbert & George and Mark Wallinger.

With beautiful galleries, exhibitions, artist commissions, collection displays, historic archives, education resources, inspiring art courses, dining room and bookshop, the newly expanded 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.

Heritage is a major part of the Gallery's structure, programming and history and is incorporated into departmental daily activities in project specific areas within Development, Education and Exhibitions, and more generally into areas of organisational activity relating to the wider context of the arts sector. These are identified as conservation and sustainability within the Operations team, marketing of the organisation's heritage as part of the Communications department and access awareness through Visitor Services.

Trainees will gain valuable departmental skills and experience as outlined in this document combined with workshops and training, as a cohort, for specialist heritage skills. This training will complement the work of the department and allow each trainee to gain an insight into how heritage and conservation is relevant across the Gallery by undertaking training in project management, research into local history, collection conservation, digital technology, customer care and communications.

The Development Trainee will be researching and developing ideas for future archive programme funding and learning specific administration skills in the department, including the fulfillment processes for the Gallery's membership scheme. Actual heritage focused projects will be agreed between trainee and their line manager during the induction process.

#### **The Development Department**

The Development department consists of: Head of Development; Development Manager; Individual Development Manager; Corporate Development Manager; Strategic Relations Manager, Senior Development Events Officer; Development Events Coordinator.

#### **Supervisor:**

The Development Traineeship will be line managed by the Strategic Relations Manager.

## **Tasks and Projects**

Across the year, the Trainee can expect to receive work-based training and supervision in performing the following tasks:

### **Team organisation, administration and finance:**

- General: Department office filing, organizing storage and stationery orders
- Coordinate department Team Meetings including scheduling meetings in team diary, circulating calls for agenda items, preparing papers to circulate in advance of the meeting, taking minutes.
- Intranet: acting as Development Team point of contact for internal intranet system: attending related training meetings and updating departmental information
- Website: Maintaining the Development pages of the Whitechapel Gallery website; updating donor lists on a seasonal basis
- Finance: Processing department income and expenditure on budgets; entering gift details on Raiser's Edge database; delivering income to Finance in a timely manner; processing Development credit card receipts
- Database: Adding and updating contacts accurately to Raiser's Edge

### **Fundraising :**

- Acting as primary coordinator of the Whitechapel Gallery Membership Programme. Includes:
  - being the first point of contact for all Membership queries (email, phone and in-person)
  - processing Membership Forms on Raisers Edge
  - sending out welcome letters and renewal letters
  - recording income on departmental budgets
  - co-ordinating communications with Members including monthly e-newsletter
  - devising and implementing Member events with Development Events Co-ordinator
- Research and development of prospects in conjunction with the team
- Assisting with Trust and Foundation applications, with a particular focus on heritage and archive projects.

### **Events:**

- Assisting Development Events Coordinator in managing RSVPs for WG Supporters Events (dinners, private views etc), to include: Logging event attendees, calling invitees to confirm attendance
- General: Assisting with the Supporters' events: In-Persons, Dinners, Private Views, Breakfasts, tours and studio visits

### **Accreditation:**

All six HLF Trainees will undertake an EDI Level 3 Diploma in Cultural Heritage. The pathway within this qualification will be chosen with the guidance of line managers and an EDI assessor according to the specific duties of the Trainee. All accreditation is work-based, and assessed through work-based evidence collection with the guidance of an EDI assessor. Level 3 is an A-Level equivalent qualification. Applicants who have studied to level 3 and beyond in an academic context are not excluded from applying due to the specialised nature of the course content and the invaluable real-world context of the work-based training, however it is recommended that all candidates read the EDI Candidate Pack carefully and consider the suitability of this qualification to their individual needs before applying. The full candidate pack for the EDI Level 3 Diploma in Cultural Heritage is included in the Application Pack.

## Competencies

- Communication and team working skills
- Presentation skills both personal and written
- Knowledge of fundraising for the Arts
- Ability to understand and present the heritage associated with the Gallery to existing and potential new members
- Numeracy and budgeting skills
- Attention to detail and understanding of the importance of meticulous record keeping and filing
- Experience of Raisers' Edge fundraising database
- Good standard of computer literacy and experience of using Microsoft Office programmes.

Please demonstrate how your skills and experience match the competencies for this role when making an application. Before making an application, please refer to the information provided regarding entry criteria for the HLF Skills for the Future Traineeships programme.

## Other details

- Traineeship Coordinator: Administration Manager
- Supervisor: Strategic Relations Manager
- Hours: 9:30- 5:45pm, with an hour for lunch. Monday - Friday
- Duration: 12 months
- Bursary: £14,500 (paid in 12 monthly installments)
- Benefits (subject to availability): Discount at the Whitechapel Café/Bar, discount at the Gallery bookshop and a card which offers free entry to a number of London museums and galleries

**Closing date:** Midnight Sunday 5 April 2015

**Interviews:** Friday 1 May 2015\*

**Start date:** Tuesday 2 June 2015

**\*NB: Shortlisted candidates will be not be contacted until 22 April**

Skills for the Future Traineeships are supported by the National Lottery through the Heritage Lottery Fund.

The Whitechapel Gallery strives to be an equal opportunities employer and welcomes applications from all sections of the community.

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**LOTTERY FUNDED**