

HLF Education 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 Education trainee will have the opportunity to research ideas for the programme, engage with the local community and develop new work place, administrative and organizational skills. Actual heritage focused projects will be agreed with the trainee and their line manager during the induction process.

The Education Department

The Education department consists of: Daskalopoulos Head of Education and Public Programmes; Curator: Public Programmes; Curator: Schools and Teachers; Curator: Youth Programme; Curator: Families.

Supervisor:

The HLF Education Trainee will be line managed by the Curator: Schools and Teachers.

Tasks and Projects:

The HLF Education Programming Traineeship will learn across most aspects of the Education Programme with a focus on Schools & Teachers, Family and Youth strands.

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

Programme Support and Organisation

- Provide support for the Education Department from the development stage of the programme through to its realization and follow-up
- Keep up to date with all programmes, events and exhibitions at Whitechapel Gallery
- Support delivery of Family Days, Children's Courses, teacher events, schools workshops, Youth Projects and selected public programmes
- Support events and workshops by setting up refreshments, creating signage at the start of each week and assisting with clearing spaces
- Act as the main point of contact for school bookings and queries
- Meet and greet groups arriving for education events and workshops
- Assist with planning and facilitating activities at events and workshops for schools
- Work with the gallery archivist to ensure that all education programmes are archived and maintain a digital archive of education event photos and other documentation
- Collate evaluation data relating to all aspects of the education programme
- Maintain an archive of season guides and additional printed material relating to Education and Public Programmes
- Maintain stock of resources available for families when visiting the Gallery
- Assist with organisation of Project Gallery Exhibitions
- Liaise with other departments when needed for the smooth running of the programme

Departmental Administration

- Provide administrative support to the Education Team
- Maintain accurate and up-to-date financial records and filing systems related to the departmental budget
- Manage the departmental credit card statements and petty cash
- Maintain organisation of departmental folders and filing systems
- Reply to external enquiries and bookings regarding the Education Programme
- Manage education bookings and ensure the departmental calendar is regularly updated
- Liaise with Visitor Services and Operation teams for room booking, group visits and maintenance of studio spaces
- Maintain an up-to-date record of contacts using The Raiser's Edge database
- Update schedule for internal meetings and take and distribute minutes

Education Studios

- Monitor education studio spaces on a weekly basis and ensure they are kept tidy
- Monitor and maintain stock of materials and equipment
- Liaise with Operations Team to support in maintaining education studios, attending Operations Meetings as necessary.

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

- Knowledge of art history, theory or practice, experience in gallery education, community or participatory projects.
- Knowledge of the local area
- Research skills
- Communication and presentation skills
- Experience engaging with a wide variety of people.
- Organisational skills and attention to detail.
- Initiative and problem solving
- Communication and team working skills
- Computer literacy – Word, Excel, databases, Photoshop, website content management and social networking competence.
- Experience presenting to a young audience.
- Administrative experience.

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: Curator: Schools and Teachers
- 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: Wednesday 29 April 2015

Start date: Tuesday 2 June 2015

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.

Charity number: 312162 Company number: 4093862



LOTTERY FUNDED