

HLF Exhibitions 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 Exhibitions Trainee will be able to research future programmes, invigilate some spaces and assist the department with the organisation of exhibitions and general administrative support. Actual heritage focused projects will be agreed with trainee and their line manager during the induction process

The Exhibitions Department

The exhibitions department consists of: Chief Curator, Eisler Curator and Head of Curatorial Studies, Curator, Curator: Archive Gallery, Head of Exhibition Design and Production, Gallery Manager, Senior Exhibitions Organiser, four Assistant Curators, Archivist, Cataloguer, and Exhibitions Trainee.

Supervisor

The Exhibitions traineeship will be Line Managed by an Assistant Curator.

Tasks and Projects

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

General

- Provide support for the Exhibitions Department from the preliminary research and development stage of a project through to its realization and follow-up with the compilation of On-Record reports, thank you letters and catalogues to artists and lenders
- Liaise with artists and their representatives, arts institutions and funders
- Provide information about past, current and future exhibitions for other departments, funders, lenders, artists and external contacts.
- Manage the distribution of departmental invoices and credit card statements
- Liaise with other departments on setting up regular monthly meetings, room bookings and circulating relevant agendas and minutes.

Registrar

- Assist with the preparation of loan requests, ensuring loan conditions are fulfilled, liaising with the Gallery Manager on installation requirements alongside an Assistant Curator.
- Assist with transport arrangements, including updating shipping lists, obtaining estimates of costs, liaising with shippers, Exhibition Curators and Gallery Manager
- Assist with the coordination of insurance lists of works of art and on any applications to the Museums and Galleries Government Indemnity Scheme
- Maintain exhibition files and correspondence
- Maintain the relevant departmental databases namely Raisers Edge and Filemaker Pro.
- Assist in the organisation of private views, collating guest lists and working on door lists if required.

Exhibitions Organisation

- Source suppliers and sub-contractors for installations
- Assist on the production of catalogues and limited edition art works
- Collate and copyedit short texts; research, request, store and return images and obtain copyright permissions for exhibition catalogues.
- Compile and organise work labels, text panels and other exhibition signage.
- Arrange accommodation and travel for visiting artists, couriers etc.

Archive

- Support accessibility of the reading room for researchers and the general public, answer general questions, and to assist with Archive services such as general maintenance and organisation of the Reading room and repository.
- Assist with preventive conservation, e.g. re-housing archive contents according to the guidelines given by the Archive Curator and the Archivist; to ensure safe and secure handling of archive material.
- Assist with library related tasks, such as organising the existing book collections, and cataloguing new acquisitions; Assist with the preservation of other archive material such as Press Cuttings, Posters and Guard books.

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 work skills
- Experience working in the Arts and knowledge of the mission and work of the Whitechapel Gallery
- Initiative and problem solving
- Experience of administration
- Attention to detail and understanding of the importance of excellent record keeping
- Customer Care skills and experience
- Knowledge of contemporary art
- Compilation of a bibliography
- Writing and copy editing skills
- Understanding of the rules which apply to the archiving of materials

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: Assistant Curator
- 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 24 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.

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LOTTERY FUNDED