

Whitechapel Gallery Traineeship Programme

Closing date: Midnight Sunday 5 April 2015

Interview schedule:

Operations Traineeship:	21 April 2015
Communications Traineeship:	22 April 2015
Exhibitions Traineeship:	24 April 2015
Education Traineeship:	29 April 2015
Visitor Services Traineeship:	30 April 2015
Development Traineeship:	1 May 2015 - <i>NB: short-listed candidates for Development will not be contacted until 22 April.</i>

Start date: 2 June 2015

Please read this guidance in conjunction with the following documents:

- Job description with candidate competencies
- EDI Candidate pack and optional units
- Candidate entry criteria
- Application form
- Equal opportunities monitoring form

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.

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.

To make an application:

- Please complete the enclosed application form using additional sheets as necessary.
- DO NOT send your CV or a covering letter, only the application form will be considered.
- We would be grateful if you would fill in and return the Equal Opportunities Monitoring form with your application. When the applications are received, the Equal Opportunities Monitoring forms are removed and do not form part of your application. The information from these forms helps us to monitor the effectiveness of our recruitment campaign.

Guidance Notes

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- Please return your completed application to **Clare Hawkins, Administration Manager** either by post to: **Whitechapel, 77-82 Whitechapel High Street, London, E1 7QX**, or email to: recruitment@whitechapelgallery.org, including the names and addresses of two referees who will be contacted if your application is successful. The Whitechapel Gallery will never contact a referee without your prior consent.
- Access for people with disabilities: Please do not hesitate to contact Clare Hawkins on **020 7539 3320** or via recruitment@whitechapelgallery.org if you would like further information about access.
- The Whitechapel strives to be an equal opportunities employer and welcomes applications from all sections of the community.

Recruitment process:

- Unfortunately, due to the high volume of applications we receive we are unable to write back to all those who are unsuccessful at short listing stage or give specific feedback on why you have not been short listed.
- If you have not had a response from us within four weeks of the closing date, please assume that your application has been unsuccessful on this occasion.
- If your application has been successful you will be invited to interview and asked to complete a written task in advance, which will be discussed during your interview. The interview will be at the Whitechapel Gallery with the Traineeship line manager and the HLF Project Manager.

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

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