

Commercial Enterprises Assistant Kick Start Programme (6 Months)

Job description

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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.

Whitechapel Gallery Ventures

The Commercial Enterprises Assistant will work across Whitechapel Gallery Ventures Limited, the trading subsidiary company through which commercial income for the Whitechapel Gallery is channeled. Whitechapel Gallery Ventures is headed by the Director of Commercial Enterprises and is comprised of the Head of Publications, Head of Editions and two Editions Officers as well as a currently vacant Commercial Events Officer role. The Department's goal is to generate income through the Gallery's assets, whether that's the building, exhibitions or IP. The Director of Commercial Enterprises also manages the relationship with the onsite Restaurant and Bookshop, both are outsourced and run by external companies.

Role

Is to assist the Whitechapel Gallery Ventures team in generating income for Whitechapel Gallery.

Accountability

The Commercial Enterprises Assistant is jointly line-managed by the Editions Officers.

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Duties and Responsibilities

Editions

- Fulfilment of Editions orders to include assisting in artwork handling, packaging and shipping.
- Administrative and customer service support to the Editions Officers in the sale of Editions.
- Website maintenance and Shopify product listings updates.
- Support in Front of House related Editions duties.
- Drafting and scheduling of social media content.

Publications

- Weekly fulfilment of publications mail-orders.
- Administrative and customer service support to the Head of Publications.
- Drafting and scheduling of social media content.

Hires

- Administrative support when booking in and managing confirmed hires.
- On-site support for events.

Administration

- Support in onsite stock rotation or movement.
- Archiving of stock or departmental documentation as required.
- Any other duties as deemed necessary by the Ventures team.

Person Specification

Essential

- A positive attitude and desire to work in the arts sector
- Excellent verbal and written communication skills
- Good numeracy skills
- Willingness to learn and work flexibly across teams
- Meticulous attention to detail
- Active interest and empathy with Equal Opportunities practice
- Working knowledge of IT packages including Word, Excel and PowerPoint
- An awareness of GDPR and confidentiality

Desirable

- Desire to work in an Arts Charity organisation
- Knowledge of or interest in contemporary visual arts

Conditions of Work

- Placement: 6 Months
- Working Pattern: 25 hours per week, days to be agreed
- Wages: £10.85 gross per hour
- Hours of work: Between 9.30am – 5.45pm, one hour lunch break.