**Matt’s Gallery**

6 Charles Clowes Walk, London SW11 7AN

t (020) 8067 3842 e info@mattsgallery.org

**Stanley Picker Traineeship**

**Fixed-term position (5 months, April – September 2023)**

**2 consecutive days per week (to be agreed, Tuesday - Friday)**

**Bursary of £4,015.20 (equivalent to London Living Wage)**

**Overview:**

Matt’s Gallery is a contemporary non-profit art gallery, established over 40 years ago in East London. During this time, Matt’s Gallery has been an independent and influential force in the visual arts sector, both nationally and internationally, championing the careers of artists such as Melanie Counsell, Willie Doherty, Benedict Drew, Jimmie Durham, Susan Hiller, Melanie Jackson, Rebecca Lennon, Mike Nelson, Nathaniel Mellors, Lindsay Seers, Marianna Simnett and Imogen Stidworthy.

In April 2022 Matt’s Gallery opened at its new location in Nine Elms. The new Stanley Picker Trainee will join us as we continue in the next phase of our journey. They will support us on delivering an open ended, vibrant and responsive programme of exhibitions and projects with artists including Nicola Bealing, Mike Nelson, Jennet Thomas, Carolyn Thompson and Michelle Williams Gamaker.

The Stanley Picker Traineeship, now in its 14th year, is a unique opportunity for a recent graduate or postgraduate to gain valuable professional development experience, working as part of a gallery team. The traineeship is offered on a part-time basis two days per week over 5 months.

The bursary is paid over the course of the placement. The trainee will also be offered the opportunity to pick up additional work at London Living Wage in a Front of House capacity during gallery opening hours.

Matt’s Gallery will prioritise applications from candidates from Black, Asian and ethnically diversebackgrounds, currently underrepresented in the Arts sector. Applicants should have an interest in our work, a strong desire to learn and develop within a professional gallery environment and will be required to demonstrate knowledge of the visual arts, an aptitude for research, as well as strong administrative, communication and organisational skills. Please let us know how you meet these criteria in your application.

This professional traineeship is made possible with the continued generous support of the Stanley Picker Trust.

**The deadline for applications is Sunday 19 February 2023 at 11:59pm**

**Interviews are planned for w/c Monday 13 March 2022**

**Please submit a brief covering letter with your completed application form, equal opportunities monitoring form and a 2-page CV to info@mattsgallery.org using the subject line Stanley Picker Traineeship.**

Shortlisted applicants should be available to start in **March or April 2023** (final dates will be agreed pending the successful candidate’s availability).

Due to the volume of applications unfortunately no correspondence can be entered into.

Matt’s Gallery is an equal opportunities employer.

**Role Description:**

**First Phase**

The first two months of the programme will introduce a broad range of administrative tasks within the gallery, allowing the trainee to become familiar with the gallery’s staff and operations. This will involve working closely with the Director and gallery staff on a range of projects including publications, exhibitions, education, fundraising and general gallery management. General duties will include:

* General administrative duties including answering telephone calls and emails and fielding enquiries as necessary; maintaining a centralised filing system for the Director and gallery staff, maintaining and updating the gallery mailing list
* Shadowing the Director and staff in artist’s meetings, studio visits, external meetings and seminars
* Exhibition support
* Front of house activities including invigilation, greeting visitors, audience surveys and book sales
* Preparing material for press, funders and other external agencies

**Second Phase and Review**

At the end of the first phase there will be a review with the Director. This discussion will look at progress to date and establish the trainee’s area of focus for the remainder of the placement. A plan of work for the remaining three months of the placement will be agreed with the Director. At the end of the five-month period, the trainee will have obtained a good working knowledge of the gallery structure and gained practical skills in gallery and exhibition management.

Trainees will choose from one of the following areas:

* Exhibitions (administration and technical assistance)
* Publications
* Local partnership development
* Press & Marketing
* Artist Liaison

## **Person Specification**

As stated above, Matt’s Gallery will prioritise applications from candidates from Black, Asian and ethnically diversebackgrounds, currently underrepresented in the Arts sector.

### Essential:

* Good knowledge of current visual art practices
* Interest in Matt’s Gallery’s and its work
* BA or MA degree in Fine Art, History of Art, Arts Management, Curating, Critical Theory or other relevant subject (MA students undertaking the internship to complement their course will be considered)
* Excellent written and oral communication skills
* Strong administrative and computer skills
* Ability to learn quickly and to adopt established working practices and procedures

Desirable:

* Prior experience of working in a gallery or visual arts organisation
* Knowledge of the public arts sector and current funding climate
* Advanced IT skills with knowledge of web development and creative software including Photoshop

Please let us know how you meet these criteria in your application.