**Matt’s Gallery**

6 Charles Clowes Walk, London SW11 7AN

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

**Stanley Picker Traineeship**

**Fixed-term (5 months, April – September 2025, with possible extension)**

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

**Bursary of £5,096.80 over 23 weeks (equivalent to London Living Wage)**

**Overview:**

The Stanley Picker Traineeship is a unique opportunity for a recent graduate or postgraduate to gain valuable professional development experience, working as part of a gallery team.

Trainees get the opportunity to witness how our programmes are planned, developed and executed, from initial ideas and discussions to fundraising, installation, publicity, promotion, audience development and public accessibility.

Matt’s Gallery is a contemporary non-profit art gallery, established over 40 years ago in East London, now based in in Nine Elms. 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.

The new Stanley Picker Trainee will support us on delivering an open ended, vibrant and responsive programme of exhibitions and projects with artists including Michelle Williams Gamaker, Imogen Stidworthy and Alison Turnbull.

The traineeship is offered on a part-time basis, two days per week over 5 months. A bursary is paid over the course of the placement, alongside the opportunity to pick up additional work at London Living Wage in a Front of House capacity during gallery opening hours at weekends.

Applicants should be able to show enthusiasm for our work and an interest in working with artists to develop and realise their projects. They should have a strong desire to learn and develop within a professional gallery environment and will be required to demonstrate knowledge of the visual arts as well as strong administrative and communication skills.

Matt’s Gallery will prioritise applications from candidates from Black, Asian and ethnically diversebackgrounds, currently underrepresented in the Arts sector. Please only apply if you meet these criteria.

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

**Deadline for applications: Sunday 9 March 2025 at 11:59pm**

**Interviews planned for: Monday 24 March 2025**

**Please submit a completed application form with an equal opportunities monitoring form to info@mattsgallery.org using the subject line Stanley Picker Traineeship.**

**Forms can be found out at** <https://www.mattsgallery.org/opportunities>

Shortlisted applicants should be available to start in **April or May 2025.** 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)
* Archive
* Publications
* Press & Marketing
* Artist Liaison

## **Person Specification**

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

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### Essential:

* Demonstrable enthusiasm for Matt’s Gallery and its work
* An interest in working with artists to develop and realise their projects
* Bachelor’s 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, current BA students are not eligible)
* Good knowledge of current visual art practice
* Excellent written and oral communication skills
* Strong administrative and computer skills
* Ability to learn quickly and to adopt established working practices and procedures

Desirable:

* Master’s degree in a relevant subject
* 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