

DULWICH PICTURE GALLERY

WESTON JERWOOD FELLOWSHIP: ASSISTANT CREATIVE PROJECT PRODUCER

Why this role matters

Here at Dulwich Picture Gallery, we place people at the heart of everything. We believe that as many people as possible should experience great art. We welcome visitors to experience a world-class collection of Old Master paintings and new exhibitions and connect with communities through events and activities that explore new ideas and creativity.

The Assistant Creative Project Producer will support our public programme for 2021, joining us at an exciting time, as we develop our reach in our local boroughs of Southwark, Lambeth, and Lewisham.

This role is part of the Weston Jerwood Creative Bursaries programme and includes a specialist programme of career support. Please read the accompanying information carefully before making an application. You can find out more [here](#).

What will you do?

In this role, you will help to support the Programming and Engagement team at Dulwich Picture Gallery. The Programming and Engagement team are responsible for exhibitions at the gallery and learning events - such as talks and workshops. You will be an essential part of this lively and exciting team, who share a passion for what they do. We will work together to create, organise, and deliver rewarding experiences for our visitors.

The focus for 2021 will be the Gallery's exhibition [Helen Frankenthaler: Radical Beauty](#). You will help to shape, and bring to life, the creative programme of events that goes alongside the show.

The role will help you to develop understanding of the wider art world and how public events at galleries are managed and run. You will be supported within the organisation and be line managed by the Public Programme Manager at the Gallery. You will receive mentoring and training provided by the Weston Jerwood Fellowship Scheme and join a supportive peer network of up to 50 Fellows.

What is the salary?

£22,425 (12-month temporary contract, full-time, 35 hours per week)

About you

We are passionate about supporting young people to develop their creative careers, so ideally you would have some working experience and be making your first steps into the art world. We recognise that you may be at the start of your career in the arts or may even be changing from a career not related to the arts at all. Whatever your background, we hope that you are interested in how creative organisations involve people in the arts and hope you have begun to take your first steps to build a creative practice outside of what you may do for work. This might mean making art or putting on events, or something else entirely.

No experience in visual arts or galleries is required. We are looking for people who get excited about learning new things, who are happy to work with others and are keen to communicate ideas creatively.

We aim to develop activities that reflect and resonate with the communities around us. So, you should have grown up, lived, studied, or worked in Southwark, Lambeth or Lewisham and have an understanding of local needs and diversity. We want to encourage someone with a strong connection with these boroughs to apply, to support our relationships with our local communities.

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How to apply

If the above sounds like you, please apply by clicking [here](#) to fill in our application form.

Through this form you will need to provide answers to the questions below. There is also an option in the application form to send your answers to the questions by voice memo, or by sending us a visual presentation - whatever you are comfortable with. Look through the key role responsibilities and person specification and tell us:

- What you are interested in, what motivates you?
- Why you think being a part of the Programme and Engagement team is an exciting prospect and something that you fancy doing?
- What you might bring to the team?
- Tell us about a creative event or project you are most proud of being involved with - what were you responsible for in this role, what skills did you have to use and what about the event let you know that it was a success?
- How this role fits in with your goals to build a career?

We value the perspectives and life experience that you can bring to develop the role. So, we want you to let us know how your skills and experiences, from wherever you have come from, will bring benefit to the role and the team. Your experience may come from skills gained in any job which you feel will transfer to this role at Dulwich Picture Gallery. Or your experience may be from voluntary work, from being in education or work you do in the home or any other non-paid work. We look forward to hearing from you.

RESPONSIBILITIES AND PERSON SPECIFICATION

The main responsibilities in the role:

- Build relationships with existing audiences and support ways to reaching new and diverse audiences.
- Design, develop and create events and activities as part of the Gallery's learning programme.
- Communicate with artists, speakers, and volunteers. Learn to understand their needs and to help support them to deliver events and workshops.
- Buy materials and resources, keeping in budget.
- Research to contribute to creative ideas
- Communicate with other teams to make sure events are well organised and delivered to a high standard.
- Support the Gallery's policies that make sure people are safe and treated fairly.
- Supervise activities at evenings and weekends as required.

Person specification:

We need someone who:

- Has between two and five years of working experience since leaving school. This experience does not need to be within the arts.
- Has experience of growing up, living, working, or studying within our priority boroughs of Southwark, Lambeth and Lewisham.
- Is not in full-time education.

Additional skills required

- Great interpersonal and communication skills
- Excellent organisation, prioritisation, and time management skills with a keen eye for detail and an ability to work to deadlines
- Able to actively problem solve and find positive solutions
- Self-motivated, dedicated, and reliable
- Able to work independently and creatively as part of a team
- Able to work to a budget
- Demonstratable administrative skills
- IT literate with sound experience of Microsoft Office, and related programmes.

The legal bit

You must have legal right to work in the UK and be happy to undertake an enhance DBS check (We will cover the cost of this DBS check.).

When will this happen?

Standard hours are Monday–Friday, 9am–5pm. Some evening and weekend work will be required. The Gallery operates a time-off-in-lieu process for such occasions. The role will be a year-long, fixed-term, placement at Dulwich Picture Gallery.

Where you will be working?

The Gallery is based in London. This role will be flexible in terms of where you feel comfortable working from. It will be a mix of working remotely from home as well as some working at the Gallery in the office space and in the Gallery spaces when it is safe to do so and events are happening. We will help provide support with technology needs for you to be able to do that, including loaning you a laptop if required.

Access/Support

We are happy to support with any resources and adjustments for anyone who needs it, to make applying for this role easier. In your application please do let us know how we can support you; this will not influence your application.

We will assist in any adjustments and resources for the person who is successful in applying for the Assistant Creative Project Producer to work at their best. This includes supporting an application for [Access to Work](#) and a laptop, if needed, to work from home.

Why is Dulwich Picture Gallery taking part in the Weston Jerwood Creative Bursaries scheme?

The Gallery is taking part in the Weston Jerwood Creative Bursaries scheme because we want to understand the barriers that prevent entry to the arts and remove them. We want to allow all people to build careers in the arts with confidence and support. We recognise that sometimes talent does not get the opportunity it deserves because of financial issues or situations that cannot be controlled. We understand that there are huge challenges in London to getting employed and want to find ways to support young people to gain roles in the arts.

We are committed to our part in providing a fairer arts and culture sector. At Dulwich Picture Gallery, we have taken part in training to make long term goals that change the way we do things. We understand that we must, and will, do better.