

## **Exhibition Assistant & Duty Manager Internship**

The Bulldog Trust has developed an internship programme to help individuals looking to gain skills and experience working in a museum or gallery environment. This paid internship will be based at Two Temple Place, headquarters of the Bulldog Trust, which becomes an exhibition venue for three months each year.

**Job Title:** Exhibition Assistant & Duty Manager

**Reporting to:** Exhibition Coordinator & Programme Coordinator

**Location:** Two Temple Place, London WC2R 3BD

**Contract:** Fixed Term Paid Internship (5 days per week) (some evening and weekend work is required throughout the exhibition period).

**Employment Term:** Beginning November 2017 to end April 2018

**Remuneration:** Salaried at London living wage

### **Role Description:**

This internship will give the successful applicant valuable work experience and an insight into how exhibitions are organised, delivered and managed while open in a small but busy exhibition space.

The intern will provide practical and administrative support to the exhibition team in organization and delivery of the exhibition as well as helping to supervise and manage the team of volunteers and the exhibition space once open to the public as a duty manager.

This is a full-time, 5 day a week paid internship. The intern will be willing and enthusiastic to help with a wide range of tasks supporting all members of the exhibition team with the organization and delivery of the exhibition. They will be expected to work at weekends during the exhibition period and until 9pm on some Wednesdays, as part of our Wednesday Late openings.

### **Background:**

The Bulldog Trust is a charitable trust that has given financial and advisory assistance to charities for over 25 years. The trust is housed within Two Temple Place, a magnificent late-Victorian mansion on the Embankment. In 2011 the Bulldog Trust started a project to host annual exhibitions at Two Temple Place and in October of that year opened its doors for the first time with the exhibition 'William Morris: Story, Memory, Myth'. The exhibition was attended by over 50,000 visitors and 35 groups of 5-11 year olds (over 1000 school children) came to the specially devised education workshops provided by *TheWholeStory*. The exhibition programme has since continued to be enormously successful and has now attracted over 200,000 visitors to Two Temple Place.

We are now preparing to host our seventh exhibition, **Age of Jazz** (working title) from 27<sup>th</sup> January until 22<sup>nd</sup> April 2018. Marking 100 years of jazz reaching Britain, **Age of Jazz** will explore the impact that jazz had on Britons from 1918. Jazz is well-understood as a soundtrack to the



interwar years, but its reception was always complex. In Britain, jazz provoked reactions ranging from devotion to abhorrence when first the idea and then the sound of the music entered the consciousness of the British public in the aftermath of the First World War. While jazz has underscored some key exhibitions on this period in the past decade, **Age of Jazz** explores the aesthetic and cultural impact of the music on artists and society at large. It examines how Britons encountered jazz and in particular, how art produced in response to jazz represented or influenced perceptions of the genre.

Further information is available on our website: [www.twotempleplace.org](http://www.twotempleplace.org) .

## **Responsibilities:**

### Exhibition planning & delivery:

- Administrative support, collating and keeping up to date, object and artwork information.
- Answering telephones and email enquiries, taking messages and relaying information where appropriate.
- Running errands and supporting day-to-day running of the offices.
- Help prepare and order materials needed for the exhibition installation.
- Prepare object and artwork lists for transport companies.
- Support Exhibition Coordinator in preparing for the installation of the exhibition: create object lists for each room of display; printing images and details of works for technicians; set up humidifiers and temperature controls.
- Practical support to Exhibition Coordinator during the install; overseeing the work of a group of technicians; running errands; pick up additional installation materials.
- Help with office administration including addressing private view invitations.

### During open months as Duty Manager:

- Managing the day-to-day running of the galleries and front of house team during public opening hours.
- Making sure the galleries and Front of House areas are clean and tidy and that all relevant materials are in place at front desk (visitor counter, sales lists, press releases, visitors books, exhibition guides) and throughout gallery spaces (large print folders).
- Supervising and supporting volunteers during their shifts and delivering outstanding visitor service.
- Supervising shop and reception sales posts.
- Welcoming visitors to the gallery in person, by phone and email in a friendly and efficient manner.
- Accurately cashing up tills and donations box at the end of the day.
- Monitor and record environmental conditions in the galleries.
- Support the exhibition events programme.
- Providing administrative and practical support across the exhibition team.

This is not an exhaustive list of duties and management may, at any time, allocate other tasks and responsibilities. As part of a small exhibitions team the candidate should be ready and willing to assist with all aspects of team planning, administration and operations.

## **Person Specification:**

### Essential attributes:

- Enthusiastic, hardworking and friendly, with a proactive, 'can do' attitude.



- Highly organised, with ability to prioritise varied and busy workload and ability to effectively manage work to meet deadlines.
- Ability to take initiative and work independently, as part of a small team.
- Helpful and positive attitude.
- Excellent attention to detail and high level of accuracy.
- Strong verbal and written communication skills.
- Good customer service skills and enthusiasm for working with volunteers and a wide range of visitors.
- Good computer literacy (Outlook, Excel, Word).
- An interest in the arts, museums, galleries and events.
- Willingness to work flexible hours as required by the exhibition schedule.

Desirable attributes:

- Experience of working within museums and galleries.
- Knowledge of museum/gallery UK environmental and display standards.
- Experience with social media (Facebook, Twitter, Instagram) and websites.

**How to Apply:**

To apply, please send a CV and a covering letter detailing in a maximum of 600 words:

- Why you are interested in the role and how it fits your career aspirations.
- How your skills and experience match the requirements of the job description.

Please send your application FAO Rebecca Hone to [info@twotempleplace.org](mailto:info@twotempleplace.org) 'Exhibition Assistant & Duty Manager Internship' in the subject line.

Deadline for applications: 9am on Monday 25<sup>th</sup> September 2017

Interviews will be held: w/c Monday 2<sup>nd</sup> October 2017

**Equal Opportunities:**

The Bulldog Trust is committed to providing equal opportunities without regard to race, religion, nationality, gender, sexuality, disability or age. We welcome applications from all qualified candidates.

