

Freelance Exhibition Shop Manager for 2022 Exhibition, *Body Vessel Clay* at Two Temple Place

Two Temple Place is looking for a creative and resourceful retail whizz to curate our successful Exhibition Shop. If you have a genuine interest in contemporary crafts, this is your chance to champion the very best contemporary makers and craftspeople, seeking out distinctive, sustainable products, particularly from artists who are under-represented in the sector. You'll research, source and buy high quality products, curate the look and feel of the Shop, and promote the very best local artists.

Two Temple Place & the 2022 Exhibition

Two Temple Place is a dazzling architectural gem in central London, built in 1895 by William Waldorf Astor, then the world's richest man and part of a complex historic dynasty. Owned by a registered charity, in 2011 we opened our first annual free exhibition, with the aims of showcasing regional public collections and supporting emerging curators. Since then our exhibitions have attracted over 400,000 visitors. We now also run a growing year-round programme of cultural and community events and projects designed to open our doors more often, to more people.

Our tenth Exhibition in January – April '22, *Body Vessel Clay*, focuses on the work of Black women ceramicists, spanning 70 years of the artform, and beginning with the seminal Nigerian potter, Ladi Kwali. It brings together a rich history of ceramics, celebrating a younger generation of international contemporary women of colour defying tradition with radical new approaches to clay. The exhibition features work by unsung potters from Nigeria whose work has often been filtered through western readings of their creativity, moving through to women directly influenced by the previous generation, and onwards to artists working now who are deconstructing and disrupting the past. The exhibition is accompanied by a schools' programme, talks, public events and workshops, engaging a wider audience in London and through the regional venues. A small, high quality café and an imaginatively stocked Exhibition Shop complete the visitor experience at Two Temple Place.

The Exhibition Shop

The shop has run very successfully for the last nine years, providing vital income that goes directly back into the exhibition, which remains completely free to the public, and into the ancillary learning and outreach activities. Quality, environmental sustainability, a well price-pointed offer with something for all pockets, are all important to us, as well as supporting contemporary makers.

- **OPENING HOURS:** The Exhibition is generally open for six days a week from 10-4.30 and 11-4.30 on Sundays, closed on Tuesdays, and stays open for Wednesday Lates when visitors can enjoy live music and cocktails 'after hours' around the Exhibition.

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- **FOOTFALL:** Exhibitions have in the past reached up to 57,000 visitors over 12 weeks, although in this period of pandemic recovery and caution we estimate closer to 30,000 visitors. The experience takes visitors through five discrete exhibition 'spaces' where objects are displayed. The shop is on the first floor, and is the final room in our visitors' circulation through the house and the exhibition. In the past, per head spend has varied from around £1.90 to £3.80. The café on the ground floor provides another reason for visitors to linger in the house, and offers well prepared and presented sandwiches, cakes and quiches, with coffee, wines and beers available.
- **THE SHOP SPACE:** The Shop measures just under 25m² and is well lit with large windows looking out onto the courtyard. We have some display units, postcard wheels, baskets, etc, but part of this role is to create attractive, engaging displays and offers in discussion with the Head of Exhibitions.
- **STAFFING MODEL** Under our Head of Exhibitions, and working with our Programme Co-ordinator, around 130 Volunteer Invigilators provide an invaluable front of house welcome, sharing the history of the building with visitors and discussing the exhibits with them; some are trained to work on the shop alongside our core team and freelance Duty Managers during the Exhibition period. They provide vital support with restocking shelves, promoting, cross-selling and engaging with the public.
- **VALUES OF THE EXHIBITION & SHOP:** It is imperative that the shop 'speaks to' the exhibition, developing its network of themes with sympathetically chosen products. We are very keen to stock work by makers and producers who are mindful of the social, economic, environmental and cultural impact of their output, and from makers who are under-represented in the crafts' industry, with small local producers and crafts' businesses on display. We also expect you to seek out stock made through sustainable methods, that has been fairly traded, with staff at all stages properly remunerated and well treated. Stock will need to cover both ends of the price spectrum, combining unique, high end products and gift ideas with accessibly priced affordable treats.

The Role of Shop Manager

This is a fixed-term contract for a fee, with the commitment flexible depending on your other engagements, but running from initial research and product identification to shop installation, weekly assessment of sales, profit margins and stock levels, through to de-installation in late April. All shop income comes to Two Temple Place and is recycled directly into the Exhibition and public free access.

You are someone who can demonstrate a genuine interest in contemporary crafts and in the themes and histories shown in the Exhibition, and who is able to think creatively about how to catch visitors' attention and extend their interest. Working closely with the Exhibition team you will:

- Research makers and designers to fit our values and Exhibition themes, liaising with them to explore the provenance and stories of the products and creating a wide-ranging Shop offer;

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- Curate and manage the display of products, sharing product stories and makers' information with the Shop team to maximise visitor engagement and sales;
- Work closely with the core team, Duty Managers and Volunteers to ensure that overall Shop appearance, housekeeping and visual merchandising are faultless;
- Work with us to explore further workshops, demonstrations or talks by the makers.

Person Specification

The ideal candidate will have:

- A demonstrable passion for craft and design, and the desire to champion emerging and under-represented makers;
- An eye for a unique product, with experience of/transferable skills in sourcing and costing unusual arts and crafts products;
- Retail experience or the ability to judge price and negotiate sale or return deals;
- An interest in the charitable objectives of Two Temple Place;
- A demonstrable commitment to diversity, inclusion, and equality of opportunity.

Remuneration

We are offering a fee of £5,500 + 10% expenses on top to cover on-costs (phone, travel, admin). We anticipate the time commitment roughly as 20 days preparation to public opening on 29 January to include installing the shop and stock, thereafter approximately one day per week during the 12 week run, with two-three de-install/return/take-down days, to an approximate total of 35-40 days between point of contract to w/c 25 April. We will work with you to make the experience rewarding and enjoyable and fit with your other work.

How to Apply:

Please apply with a short one page outline of your approach to the work and a CV, including our Equal Opportunities form, to info@twotempleplace.org

Deadline for applications: Friday 17th September at 10am.

First interviews will be held w/c 20th September.

Two Temple Place welcomes applications from the widest possible range of people and is keen to encourage interest from candidates from communities that are currently under-represented in the industry. We are particularly keen to hear from Black and Global Majority applicants and those who self-identify as disabled as these groups are currently underrepresented in our industry and team. All candidates who identify as disabled and demonstrate that they meet the essential criteria will be invited for an interview, in line with the Equalities Act 2010.

As a historic building, there is a short flight of stone steps leading up to the entrance, with wheelchair access gained via a stair climber.

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