

ARTQUEST WIDENING PARTICIPATION AWARD: SALES AND PRODUCTION ASSISTANT

£10.50 per hour, 2 days per week (six-month contract).

Studio Voltaire is a leading independent contemporary arts organisation that exists to support artistic practices and create a space for thinking, experimentation and reflection; its main activities are the provision of affordable studios, a renowned programme of exhibitions, performances and commissions, and a pioneering education programme.

Together, these strands of activity provide a special synergy and environment for the production, display and dissemination of contemporary art. Through these contingent parts, we provide multiple entry-points for audiences through a diversity of practices and programming, fostering critical engagement with contemporary culture. We place the artist at the centre of everything we do: providing opportunities to produce work in an open and discursive environment and allowing a closer relationship between the artist, production of work and the audience.

The Artquest Widening Participation Intern will play a vital role in the Studio Voltaire team assisting with all aspects of the gallery's commercial activities. The scope of this commercial activity includes participation in art fairs and House of Voltaire – the organisations fundraising and commissioning platform selling designer and artists' editions, merchandise and collaborations, and online activities. Studio Voltaire has a established a unique reputation for working with artists within an expanded field of fashion and design, providing new opportunities for contemporary artists to make highly accessible and visible works within a commercial sphere.

Working closely with the Sales and Production Manager the AWP Intern will support the delivery and development of these trading activities working on specific projects such as House of Voltaire, including international presentations at key art fairs.

The AWP internships have been funded to provide opportunities for students who do not have access to advice and support from a parent who is a University graduate. AWP Internships are supported by the UAL Outreach programme and applicants must be from this background. Please refer to Artquest's website for full eligibility criteria.

KEY TASKS

TRADING

- Assisting the Sales and Production Manager in the production of Studio Voltaire's editions and merchandise.
- Assisting with the Sales and Production Manager with the project management and delivery art fairs, ongoing online and gallery sales and temporary projects including Frieze Art Fair in October 2018
- Providing administrative support for all artist editions including inventory management, stocktaking, wrapping and care of editions, updating sales information and customer management.
- Supporting the management of online sales including website maintenance and liaising with partners.

GENERAL

- Assisting the team with organisation of gallery events and assisting at gallery events
- Assisting the Studio Voltaire team with during exhibition installation periods.
- Assisting the Studio Voltaire team with general administration and carrying out assigned tasks
- Ensuring offices and gallery stores are kept tidy and in a well kept order
- Greeting audiences, guests and answering the phone as required.
- Joining staff monthly meetings
- Occasional additional paid weekend work is offered.

Equal Opportunities

Studio Voltaire will not discriminate against eligible applications on the grounds of gender, marital status, race, nationality, ethnic background, national origin, religion, disability or age.

Person Specification

- Excellent organisation and administration skills
- Strong interest in contemporary art practice and wider culture
- Team player
- Some knowledge of computer programmes such as Word, Excel and Adobe programmes
(training will be provided).
- Good communication skills.