

Gallery Coordinator – Job Pack 2024



*Installation of 2023 exhibition 'Keith Clapson: Touching the Surface' at Bethlem Gallery.
Photo by Ben McDade.*

OVERVIEW

We are seeking a gallery coordinator to support the work of the gallery team across a range of activities. We are looking for someone to support the running of the studio space and gallery, carry out administration for the gallery, purchase supplies, support workshops, exhibition preparation, art sales and evaluation. This is an opportunity to be a key member of the gallery team in a varied role. If you are an organised, kind multitasker and team player committed to the role the arts can play in society we would love to hear from you!

Gallery coordinator: Supporting workshop and studio activity, gallery operations, office organisation and admin, art sales and evaluation.

Reports to: Artist Development Lead, Bethlem Gallery

Direct reports: none

Location: Bethlem Gallery, Bethlem Royal Hospital, BR3 3BX. Must be able to come to Gallery four/five days a week. Occasional work at other hospital sites at Lewisham/Denmark Hill.

Hours: Full time Mon- Friday (including some evenings and weekends claimed back as TOIL)

Salary: £28,000

Contract type: Permanent

Deadline for applications: 9am Tuesday 28 May 2024

Job starts: July 2024

ABOUT THE GALLERY

Bethlem Gallery is a visual arts organisation in southeast London. We programme creative activities, projects and commissions to participate in, look at, talk and think about. Based at Bethlem Royal Hospital and working across South London and the UK, we support the professional development and socially engaged practice of our artists, many of whom have experienced mental health services. We bridge communities, aiming to make art an everyday practice and mental health an everyday conversation.

Our programme includes collaborations with other cultural and health organisations including [Bethlem Museum of the Mind](#), with whom we share a building. We are a charity founded in 1997. As well as working in our gallery and studio space at Bethlem Royal Hospital, we programme exhibitions at the Long Gallery at Maudsley Hospital and the ORTUS Conferencing Centre, and commission new public artworks.

Bethlem Gallery Projects is a not-for-profit company limited by guarantee and an independent charity. Significant in-kind support is given by South London and Maudsley NHS Foundation Trust. We are core-funded by Maudsley Charity, and receive support from Arts Council England, trusts, foundations and individual supporters.

‘The opportunities you have given me are incredible and it’s no exaggeration to say they have changed my direction in life and how I think about myself as an artist.’

‘The gallery’s not doing decorative work. It’s work that causes people to think, and hopefully to act differently.’

Bethlem Gallery Artists

THE ROLE

The Gallery coordinator is a new full-time role to support artists, the running of the gallery, studio space, carry out administration, purchase supplies, support workshops, exhibition preparation, art sales and evaluation.

OPERATIONAL

- Support with workshop and exhibition preparation and delivery
- Cover the front desk and support visitor experience as and when needed
- Support with schools work and visits where needed
- Support artists – for example in the studio or with applications/portfolio reviews
- Ensure the Gallery, studio, offices and stores are well organised.

ADMINISTRATION

- Oversee daily art sales admin – keeping record of stock and updating sales sheets
- Carry out surveys and evaluation and reporting and evaluation where needed
- Respond to general enquiries

- Update spreadsheets and systems
- Ensure the studio and office are well stocked: purchase supplies under guidance of operations manager
- Post events on Eventbrite and manage bookings
- Support website and social media admin where required
- Take minutes at meetings where required
- Support collections curator with collections documentation and processes, including maintaining the collections database and assisting with the return of artwork after exhibitions and the annual art fair.

WITH THE REST OF THE TEAM

- Support the artists we work with: get to know them and their practice
- Uphold collective responsibility, knowledge sharing and collaborative team working across the organization
- Keep updated on organisational policies and procedures, including health and safety, inclusion, confidentiality
- Contribute to developing the profile and outcomes of the Gallery and its work in the arts and health sectors and beyond
- Aim for a best practice approach in all that we do. Support the gallery to become increasingly open, inclusive and accessible in terms of practice, policy and communications
- Be committed to social justice and environmental sustainability through our programme, process, plans and policies.
- Engage in continuing professional development, seeking to stay up to date with developments and best practice in your area of work.
- Be committed to our organisational vision and values:

OUR VISION

An equitable society where art and mental health are a valued part of every day.

OUR MISSION

We work with artists to lead change in health and society.

OUR VALUES

We are a visual arts organisation that strives to:

Advocate: we value and support artists and arts practice, advocate for the position of art and artists in society.

Be Equitable: we strive to act ethically, inclusively and allocate resources, time and care equitably.

Be Ambitious: we aim for excellence in artistic practice and want the best for the people we work with. We are imaginative, reflective, collaborative, multidisciplinary, and take creative risks.

PERSON SPECIFICATION

Skills, Experience and Knowledge Required

- At least two years' experience working in an arts or mental health setting
- Excellent verbal and written communication skills
- Excellent IT skills
- Strong knowledge of visual arts, and experience working with artists
- Knowledge of arts and mental health sectors' issues and priorities. (Desirable)

Personal attributes

- Calm, reliable, kind, collaborative and efficient
- Strong interpersonal skills
- Flexible and adaptable, able to adjust quickly to changing priorities, and support team where most needed
- Commitment to, and understanding of Confidentiality, Equal Opportunities and inclusion Policies
- Understanding of personal strengths and weaknesses and a commitment to personal development.
- Able to work flexible hours including evenings where required
- Alignment with the vision, mission and values of Bethlem Gallery.

Benefits

We'll contribute 5% to your pension. You will be entitled to 25 days of annual leave plus bank holidays. We offer flexible working hours within reason. We have monthly team reflexive practice sessions and access to NHS and cultural sector training opportunities.

Safer recruitment

All positions are offered subject to meeting the following conditions:

- Proof that you are eligible to work in the UK
- Satisfactory references covering the past two years
- A satisfactory DBS check.

HOW TO APPLY

If you are a skillful and caring arts/charity professional who is excited by the work we do and meet the essential criteria then we would love to hear from you.

We particularly welcome and encourage applications from candidates from the global majority, who are currently underrepresented within our team.

If you're worried you do not fit all the criteria but do have relevant experience that could make you a great candidate, we encourage you to apply.

To apply please send a CV and covering letter explaining how you meet the requirements of the job to anna.parsonage@bethlemgallery.com

We welcome applications in written, audio or video formats. To submit applications in an alternative format, to request information in an alternative format or to discuss any reasonable adjustments in the recruitment process please email anna.parsonage@bethlemgallery.com.

We will be holding a Q&A session on Zoom for those who want to find out more about the role on **Friday 10 May at 12 midday**. Link:

<https://us02web.zoom.us/j/89448960474?pwd=akp1UFpGanpyUTIXOFFDV2tDOXR1Zz09>

Meeting ID: 894 4896 0474

Passcode: 415012

This Q&A session will be recorded and will be posted the following week on the website at <https://bethlemgallery.com/about/work-with-us/>

Deadline: 9am Tuesday 28 May 2024.

Interviews will be held on: Tuesday 11 June 2024