

John Lyon's Charity Internship at Lauderdale House

Gallery & Programme Assistant

15 hours per week; 12 month fixed term contract

Application deadline: 25 September by 10am

Interview candidate workshop 3 October at Lauderdale House

Interviews will take place week commencing 6 October

This opportunity is part of the **John Lyons Arts Sector Internship programme**. This programme is designed to encourage more young people with learning disabilities into employment in the arts.

You should only apply for this role if:

- You consider yourself to have a learning disability. This is:

a reduced intellectual ability and difficulty with everyday activities – for example household tasks, socialising or managing money – which affects someone for their whole life

- Are aged 18-29

- You live in the following London Boroughs: Barnet, Brent, Camden, Ealing, Hammersmith & Fulham, Harrow, Kensington & Chelsea and the Cities of London and Westminster.

As part of this programme, all successful candidates will be supported throughout the interview process and in the first 9 weeks of the job by a charity called **Pursuing Independent Paths**. If your application is successful, your contact info will be passed on to them so that they can help you prepare for your interview.

Lauderdale House is a fascinating historic house dating back to 1582 and located in the beautiful Waterlow Park, Highgate. The House is brought to life as an arts and education centre with a varied creative programme of exhibitions, classical concerts, children's shows, jazz, family events and classes. We are also a host over 100 private social events (weddings, parties, memorials and more) every year. For more details of what happens please look at our annual reports on <https://www.lauderdalehouse.org.uk/about-us>.

Job Description

The Gallery & Programme Assistant role is the perfect opportunity to learn valuable communication, administrative and operational skills, while at the same time gaining understanding of how a small arts and heritage organisation works.

It is a hands-on role combining practical physical work (such as setting up a room; helping make examples for creative workshops or photocopying) and computer work (such as uploading information to websites and printing art submissions). It will vary across the year as our programme is seasonal.

The role will include:

- Customer facing activities
 - welcoming gallery visitors in person;
 - answering the phone;
 - helping steward at events eg. Easter trail, Halloween, Nowruz trail, Santa's grotto, lunchtime and outdoor concerts;
 - supporting school visits, art classes and workshops,
 - taking photos of activities
- Operational aspects:
 - opening and closing the gallery,
 - helping set up and pack away classes and events (including moving tables and chairs)
 - tidying the public spaces
 - managing lost property
- Administrative:
 - uploading events to listings sites
 - archiving and filing
 - logging in Photo Competition entries
 - printing and organising art submissions
- Creative:
 - supporting creative workshops
 - making props for Halloween, Easter and Santa's Grotto
 - hanging our in-house exhibitions (4 a year)
 - possibly curating their own exhibition

- Miscellaneous – generally helping out in the office and the House

Our ideal candidate will be:

- Interested in the arts and/or historic buildings
- A friendly and kind communicator
- Willing to learn new things
- Able to work independently (Following training and initial 9 weeks of Job Coach support)
- Careful with good attention to detail
- Able to use a computer (preferably basic knowledge of word, excel, outlook/email.)
- Able to help move tables and chairs
- Someone who enjoys helping people (the public and staff)

Working Pattern

In general this would be Tuesday to Thursday from 11am to 4pm including an hour for lunch.

However there are a number of events across the year which do not fall within these hours and days. Therefore, ideally our candidate would be able to change their working hours in some weeks so they can offer valuable help with these events.

Line Management

The role will be co-managed by the Outreach & Education Manager and the Operations Manager.

Term & Hours

12 months fixed term contract

Part-time: 15 hours per week

11 days holiday per year

Location:

Lauderdale House, Highgate Hill, Waterlow Park, London N6 5HG.

This is a hands-on role in a small team. You will be based on site at Lauderdale House, sharing office space. You will have your own desk in the quieter of the shared offices.

Lauderdale House is a public building that needs to be staffed day-to-day which means there is little scope for remote working.

Salary: £11,310 per annum

Apply:

There are two ways you can apply for this job. You can submit a written application or you can submit an audio/video application. **Please only choose one.**

- For the written application please fill out the Word Document attached to this job description. Once completed please email it to kives@lauderdale.org.uk
- For the audio or video application please find the questions and Google Form to upload your file to here:
<https://forms.gle/Qh/Y9RvjRUGMsjo88>

Staffing Structure

