



John Lyon's Charity Internship

Job Description



Job Title: Gallery &
Programme Assistant



This job is for **young people with learning disabilities** who want to work in the arts.



You should only apply if:

- You have a learning disability.



- Are aged 18-29

You must also live in:

Barnet, Brent, Camden, Ealing,
Hammersmith & Fulham, Harrow,
Kensington & Chelsea or the Cities of
London and Westminster



Job Title: Gallery & Programme
Assistant

Working hours: Part Time (15 hours
per week) **Contract:** 12 months **Salary:**
11,310 pounds per year



Location:

Lauderdale House
Highgate Hill
Waterlow Park
N6 5HG



Lauderdale House is a very old house
from 1582. It is now an arts and
education centre with art shows,



music concerts, children's shows, and events.



The House also hosts over 100 private events like weddings and parties each year. It is a place where people can celebrate special occasions.

Job Tasks

- Welcoming visitors in person
 - Answering the phone
 - Helping steward at events
 - Supporting school visits
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- Taking photos
 - Opening and closing the gallery
 - Helping set up and pack away classes and events
 - Tidying spaces





- Managing lost property
- Uploading events to websites
- Archiving and filing
- Logging Photo Competition entries
- Printing and organising art
- Supporting with workshops
- Making props for Halloween, Easter etc.
- Hanging paintings
- Designing an exhibition



You will be good for this job if you are:

- Interested in the arts
- Friendly
- Like to learn new things
- Careful



- Able to use a computer
- Able to move tables and chairs
- someone who likes helping people



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



If you get the job, a charity called **Pursuing Independent Paths** will help you with the interview and the first **9 weeks** of work.



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.** More information can be found on the next page.



For the **written application** please fill in the **Word Document** attached to this job description. When 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/6fQf8Hzqx1ddHUJE8>



If you have any **questions** you can email us at

enquiries@lauderdale.org.uk



Or call us on **020 8348 8716**

Lauderdale
House



JOHN LYON'S CHARITY