**Fabrica Student Placement – Gallery and Volunteer Coordination**

**Application Pack**

Fabrica is delighted offer specialist placements to motivated and proactive students interested in working at a vibrant contemporary art gallery in the heart of Brighton:

**The Gallery and Volunteer Coordination Placement** is a 12-month placement, running from 2021 - 2022. The successful candidate will spend 3 months with the office manager to gain an overall understanding of the organisation, followed by 9 months with the Gallery Manager to manage the gallery front of house and develop our volunteer programme.

During your placement you’ll understand Fabrica’s mission as an organisation and gain in-depth and behind-the-scenes experience in Front of House management and how to run our volunteer programme.

*“Being an Audience Development placement has provided an extra layer of learning that has enriched and supported my MA at the University of Brighton.*

*“I felt like the placement is really structured around my learning and development - every day has been different and thrown up new and exciting opportunities for me which have developed into projects beyond the student placement.”* - Student Placement 2017

A passion for visual arts is essential as well as good customer care skills, excellent time management, a pro-active attitude, willingness to learn and the desire to engage with all aspects of Fabrica. Working independently and alongside the Office Manager, Gallery Manager and Front of House team in a busy and dynamic office, you will gain essential skills vital in developing a career in the arts.

This is a 12-month, unpaid placement, where you will be committed to Fabrica one day per week (7hours). When starting in the office you will work a fixed day a week (preferably from Monday, Tuesday or Wednesday). When you move to work with the Gallery Manager and front of house team this day (7hours) may change to adapt to the programme, and flexible hours will be considered.

During the placement you will gain front-of-house and behind-the-scenes knowledge and experience in: front of house coordination, fundraising, administration, recruitment, volunteer management, events organisation, education, participation, budget-managing, data collation, audience-development and marketing.

**Duties working with:**

**Office Administrator:**

* Welcome visitors and deal with enquiries in person, by phone and email.
* Help with general administration in the office such as research, archiving, data collation and updating information on database.
* Lead and take staff meeting minutes.

**Gallery Manager**

* Assist the delivery of Front of House to make Fabrica as welcoming, safe and accessible as possible for visitors.
* Work with the fundraising and retail departments at Fabrica to maximise these aspects in our front of house
* Assist with 3-yearly volunteer recruitment
* Promote the volunteer programme and Fabrica’s exhibitions to various education and community groups.
* Design and run an unemployed-persons, graduate and student focused event
* Work to keep Fabrica and the volunteer programme accessible for all including people with disabilities and from those a variety of backgrounds.
* Develop and maintain marketing streams to reach new and specific audiences
* Lead on the Volunteer Blog & delivering content for social media
* Assist with key documentation and reporting of exhibitions and volunteer programme
* Assist the running of volunteer engagement events, including trips.
* Attend Front of House staff meetings

**Further opportunities include:**

* Assisting with the setting up of exhibitions
* Assisting running the Response and Research as volunteer engagement projects

**Essential criteria:**

Passion for the arts and working with the wider communities

Proactive attitude, eager to learn and develop transferable skills

Happy to work in a team as well as on your own

Good written and verbal communication skills along with good time management

Good IT skills

Experience of volunteering in the arts

Flexibility to fit within the Fabrica programme

Your line manager will meet with you regularly to check your placement progression and learning outcomes.

**Application process**

To apply, email a completed application form and a CV to office@fabrica.org.uk with the subject heading *Fabrica Student Placement: Gallery and Volunteer Coordination* by the application deadline.

**Application deadline:** 4th October 12pm 2021

**Placement Start Date:** The placement start date will be approx. 25th October 2021

If you have any questions regarding this placement, please email Sally at [sally.connellan@fabrica.org.uk](mailto:sally.connellan@fabrica.org.uk).

Thank you for your interest in Fabrica and we look forward to receiving your application.

**Other Opportunities at Fabrica**

If you are interested in gaining experience in another area of arts management, Fabrica also offers Student Placements throughout the year in Audience Development and Marketing & Communications. Please email [office@fabrica.org.uk](mailto:office@fabrica.org.uk) for more information.

Fabrica also runs an exceptional year-round Volunteer Programme - [click here for more details](https://www.fabrica.org.uk/volunteering).