



Volunteer Role Description

Gallery Assistant Volunteer

What is a Gallery Assistant Volunteer?

A Gallery Assistant Volunteer is an integral part of the THG team. You are the first point to the public and play a pivotal role in the display, public enjoyment and evaluation of the exhibitions.

Your role

As Gallery Assistant Volunteer you will welcome the public to the gallery, introducing the Thelma Hulbert permanent exhibition and engage audiences with current temporary and touring exhibitions.

As the face of the gallery your role is key to ensuring the best possible experience for a diverse audience of visitors, artists, community groups, service users, partners, funders and collaborators.

What's involved?

- Support the front of house team to deliver a high standard of visitor experience by welcoming and engaging visitors
- Undertake visitor surveys and audience feedback
- Support the THG team with various administrative and retail tasks
- To maintain the presentation and appearance of the gallery
- To ensure compliance with the THG's Policies relating to Health and Safety, visitor protection, security, equality and diversity.

From time to time you may be invited to undertake additional tasks:

- Supporting the team to deliver on Private Views, talks, events and workshops
- Support social media, marketing and print campaigns
- Support on off-site projects working in the public realm

What's in it for you?

- The chance to meet interesting and like-minded people
- Be part of an exciting programme of exhibitions, events and workshops
- Share your knowledge, learn new skills, challenge yourself
- Gain valuable experience of working in a Public Art Gallery for your CV
- Sign-up for a range of creative and tailored, skill based training
- Free THG Friends Membership
- 10% discount on all artworks and crafts
- Discounts on talks, workshops and activities
- Reimbursement of travel expenses (fuel / public transport)
- Expand your community network and be part of something amazing

This role will suit people who...

Are great with people of all ages and backgrounds. Are enthusiastic and interested in contemporary art exhibitions and projects. You are energetic, creative and have a willingness to understand how a rural publically funded gallery operates.

Place of work details

Location: Thelma Hulbert Gallery, Honiton, Devon. EX14 4SX

Time commitment: One morning or afternoon shift weekly or fortnightly.

Shift Patterns: Morning 9:45am – 1.30pm / Afternoon 1.30pm – 5.15pm

Gallery opening hours: 10 – 5pm Tuesday - Saturday

Volunteer Managers: Gemma Girvan and Jess Huffman

Volunteer Co-ordinator: Jenny Jones

Core Training: Front of house, Invigilation and Audience Feedback

Additional Training Opportunities: Digital Marketing, Talking about Artworks, East Devon District Council Health and Safety, First Aid, Health and Wellbeing

Eligible Expenses Include: Fuel, public transport and car parking

About the Thelma Hulbert Gallery

Thelma Hulbert Gallery is an award-winning public art gallery in Honiton, Devon, which is owned and managed by East Devon District Council. The gallery occupies an attractive, Grade II-listed, town house, formerly the home and studio of the artist Thelma Hulbert

In 2019 the strategic mission of THG was redefined as operating as a 'cultural hub', supporting communities in their health, environment and well-being through an annually changing programme of exhibitions, events and workshops, which inspire, challenge and excite. The gallery is driven to support innovation in rural cultural production and operate as a resilient rural arts organisation, strengthened through working in partnership and collaboration.