



## Volunteer Role Description Gallery Assistant Volunteer

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### 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 support the Thelma Hulbert Gallery team to engage audiences with exhibitions as part of our Climate and Culture programme 2020.

This includes ARTIST ROOMS: Richard Long, *Being in the Moment*, and Mike Perry *Land/Sea*.

The programme is delivered in partnership with the University of Exeter in response to East Devon District Council's commitment to Devon's *Climate Change Emergency* declaration, and the University of Exeter's declaration of an *environment and climate emergency*.

### What's in it for you?

- Become part of a new team of dedicated volunteers
- Develop skills to interpret complex ideas and inspire and engage diverse audiences
- An opportunity to work alongside a small dedicated team of arts professionals supporting all aspects of gallery business: front of house, marketing, development, retail, events and learning
- Gain valuable on-the-job experience and training that will be advantageous in your career development
- Gain insight into curating and displaying contemporary art, conservation and collection care

### What's involved?

- Support the front of house team to deliver a high standard of visitor experience by welcoming and engaging visitors
- Researching the artworks and the Contemporary Art Programme.
- Ensure the safety of the artworks and building through invigilation and monitoring

- Undertake visitor surveys as directed by THG and TATE/NGS
- Support the THG team with various administrative and retail tasks as requested
- To follow house evacuation procedures and work in compliance with the THG's *Health and Safety Policy* at all times.

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

- Work with the learning and events team – supporting on Private Views, talks and workshops
- Marketing and Print - maintain and update digital presence - website/social media
- Support on off-site projects working in the public realm □ Design work using InDesign and illustrator

## **This role will suit people who...**

Are great with people of all ages and backgrounds, enthusiastic and hold a keen interest in contemporary art exhibitions and projects. You are energetic, creative and have an understanding of how to engage an audience. You must be adaptable to your environment and be able to resolve issues that arise quickly. You will need to have an active interest in the Arts and 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:** We would like you to commit to a minimum of 7 hours a week for the duration of the training period and exhibition w/c 10 Feb – 23 May 2020 with the view to continue if desired. A flexible working scheme allows for a full day or 2 half days.

**Gallery hours:** 10 – 5pm Tuesday - Saturday

**Volunteer Manager:** Gemma Girvan and Jess Huffman

**Core Training:** Front of house, Evaluation and Invigilation

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

**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.

## **Culture and Climate 2020 programme**

This year, against the context of THG/East Devon District Council's commitment to Devon's Climate Change Emergency declaration, and the University of Exeter's declaration of an environment and climate emergency, we are delivering a series of ambitious exhibitions, projects and public programme, taking place in various locations across East Devon and at the University of Exeter.

### **ARTIST ROOMS Richard Long *Being in the Moment*, 22 /02/20 - 23 /05/20**

Richard Long (b. 1945) is recognised as one of the most influential artists of our time. His work is characterized by a radical approach to nature and unique investigation into landscape through the act of walking.

This body of work spans 40 years (1966 – 2006), starting with Long's early experiments in the south west of England. This began a life-long investigation into landscape as both space and material, taking him to remote locations across the world. From photography, maps and texts, to mark making and sculpture, this exhibition captures Long's personal, human scale way of being with nature and invites a moment of reflection on our own relationship with landscape and the natural world.

*The ARTIST ROOMS touring programme is delivered by the National Galleries of Scotland and TATE, supported using public funding through Arts Council England, by Art Fund and by the National Lottery through Creative Scotland.*

## **To apply**

**Please provide the following contact details:**

**Full Name:**

**Address:**

**Telephone No.**

**Email:**

**Course Tutor Name:**

**Email:**

**Please provide your course title:**

**Please submit your CV and on one side of A4 respond to the following questions:**

1. Why do you think you are suitable for the role?
2. What skills and expertise are you looking to learn and develop?
3. What exhibition of contemporary art have you seen in the last 12 months? What did you enjoy about it?

Please address applications: FAO Gallery and Shop Officer - Jess Huffman  
[info@thelmaulbert.com](mailto:info@thelmaulbert.com)

## **Application process**

Application deadline 17<sup>th</sup> January

Interviews and selection w/c 20<sup>th</sup> January

Training/induction w/c 10<sup>th</sup> February