

Volunteer Role Description

# Gallery Assistant Volunteer at Ocean, Exmouth

**What is a Gallery Assistant Volunteer?**

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

## Your role

As Gallery Assistant Volunteer you will welcome the public to the exhibition at Ocean, Exmouth. Your primary role is to engage the audience with the Mike Perry exhibition which is part of *Climate Conversations* - East Devon District Council’s Climate Emergency Campaign.

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 Ocean front of house team to deliver a high standard of visitor experience by welcoming and engaging visitors
* Undertake visitor surveys and audience feedback
* To maintain the presentation and appearance of the exhibition
* To ensure compliance with the THG’s and Ocean’s Policies relating to Health and Safety.

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 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**](http://www.thelmahulbert.com/?q=get-involved/friends)
* 10% discount on all artworks and crafts
* Discounts on talks, workshops and activities
* Reimbursement of travel expenses (fuel / public transport/ parking)
* 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 and the natural environment. You are energetic, creative and have a willingness to understand how galleries operate. If you feel you might need some extra support for this role please let us know your needs, we are committed to being an accessible employer and offering equal opportunities.

## Place of work details

**Location:** Ocean, Exmouth Sea Front

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

**Shift Patterns: Morning 9.45am – 1.30pm / Afternoon 1.30pm – 5pm**

**Exhibition opening hours:** 10 – 5pm Monday - Sunday

**Volunteer Managers:** Gemma Girvan

**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 (THG) features a permanent collection of artist Thelma Hulbert’s work and an annually changing programme of exhibitions, events and workshops, which inspire, challenge and excite. Based in Honiton, this award-winning public art gallery is run by East Devon District Council and is supported by the Arts Council England.

The gallery, the ‘Creative Cabin’ and its offsite programme ‘THG Out&About’, support rural cultural production through working in partnership and collaboration regionally, nationally and internationally.

In addition, THG has a varied digital programme of workshops and projects, and an extensive online craft and design shop.

**Climate Conversations 2021**

The arts can raise questions, find different perspectives and create new opportunities to help us understand and adapt to our changing planet. How we want to share our habitat and its resources, now and in the future must be reimagined for us to create a new relationship with our world.

The**Climate Conversations** campaign has been developed against the context of East Devon District Council's commitment to Devon’s Climate Change Emergency declaration and University of Exeter’s declaration of an environment and climate emergency.

The **Climate Conversations** public programme opens with a multi-site exhibition of the work of photographer Mike Perry in Honiton and Exmouth this summer.

Mike Perry's work engages with significant and pressing environmental issues, in particular the tension between human activity and interventions in the natural environment, and the fragility of the planet’s ecosystems (be that marine or land). https://m-perry.com/