

GRAD

Volunteer Placement Programme

"I was made to feel like a valuable contributor of ideas and research for GRAD's future activities. I could not have asked for a friendlier and more welcoming team to work with, who always treated me with the same respect as other colleagues."

- Rachel, Previous Volunteer

Placements run throughout the year, providing opportunities for enthusiastic candidates to shadow members of GRAD's team and to develop and apply their skills and knowledge in a busy working environment. The position is ideally suited to current or recent postgraduates.

Under the supervision of the placement manager and through interaction with other team members, you will have the opportunity to get hands-on experience in a specialist area of the art world. You will engage in a full spectrum of entry-level tasks, act as a point of contact for our visitors and gain an understanding of GRAD's exhibitions and events programme and the general running of the gallery.

We are looking for cheerful candidates who are eager to learn more about Russian art and design and want to build on their skills in a gallery environment. Placements are for three days a week and last for three months.

What you can expect from us:

We can offer you a wonderful opportunity to work at a young, enterprising gallery, and to get involved in activities that support our overall artistic vision. This placement will give you the chance to become an active member of a busy and efficient team; give you insight and involvement in our exhibition and events activities; and offer general experience in supporting the team and its operations. During exhibitions, the placement is centred on interacting with our visitors, answering questions and helping them engage with the exhibition. We will do our best to make you feel part of the team and make your placement as profitable and enjoyable as possible. We will hardly ever ask you to make tea.

What we would expect from you:

- A commitment to work 3 days per week over a 3 month period, sometimes at the weekend (the days are flexible)
- Ideally hold (or be working towards) a postgraduate degree
- Confidence and enthusiasm when talking to visitors
- Some front of house or retail experience
- Some administrative experience
- The ability to use initiative and work independently
- Excellent interpersonal skills and the ability to work effectively as part of a team
- Strong English verbal and written communication skills
- Good computer skills on all Microsoft Office programmes
- A knowledge of Russian arts and design
- A desire to develop a career in the museums and galleries sector

It would be even better if you have:

- Some knowledge of Russian language

To gain the full experience, volunteers are encouraged to participate as much as possible in GRAD's activity, which may include attending press nights and other out-of-hours events, however this is not obligatory.

Expenses

Volunteer placements at GRAD are unpaid, but volunteers will be given expenses at £ 10 per day to help cover the cost of lunch and travelling within London.

Application Procedure & Information

To apply for this placement please send a **tailored CV** and **covering letter** detailing **how you can offer what we're looking for** and **what you would like to get out of the placement**. Submit your application by e-mail to info@grad-london.com with GRAD Volunteer Placement Application clearly marked in the subject line.