

## Programme & Gallery Coordinator

**Opportunity type:** Full-time, permanent

**Hours:** Monday – Friday, 10 AM – 6 PM

**Salary:** Subject to negotiation, depending on experience

**Application deadline:** 12 PM, Friday 29 November 2019

**Start date:** January 2020



### About the Role

The Programme & Gallery Coordinator represents the public face of The Mosaic Rooms and as such he or she must be well informed of The Mosaic Rooms' activities. The role supports the work of the team in researching, coordinating and delivering all aspects of the gallery programme of exhibitions, public programme, and learning and engagement activities. Working creatively with other members of the team they will also help generate ideas for developing and engaging audiences.

### Tasks and Responsibilities

- Research, and help implement an innovative and varied programme of events
- Administrate delivery of the talks programme, including liaison with speakers and managing technical set up
- Manage the weekly event including liaising with casual events staff
- Develop ideas to extend reach to attract new audiences and retain existing ones
- Identify and develop opportunities and network for joint ventures with other cultural, industry and educational establishments
- Build profile and reputation of The Mosaic Rooms as a welcoming space for discussion and debate
- To assist with the day-to-day management and administration of the gallery
- Welcoming the public to the exhibition on display at the gallery and answering any queries people may have about the exhibition/event/ gallery
- Responsible for managing all RSVP and tickets sales for events, and guest lists
- Responsible for daily social media posting and content research
- Responsible for updating the website listings and content
- Responsible for e-mail mail outs for newsletter, exhibitions and events
- Responsible for updating the database and mailing lists and general operational administrative duties and support as required
- Maintain, edit and archive documentation of events, including audio recording and photographs
- Assist in marketing support to ensure events are booked and reaching audiences (from social media marketing, to establishing cross promotional relationships)
- Lead occasional exhibition tours to the visiting public
- Invigilation of galleries to ensure that visitors do not touch the works of art, respect regulations regarding taking photos, no eating, drinking, smoking, etc

- Keeping attendance figures and informing other staff of comments/feedback about the current exhibition/event. This may include taking part in data capture exercises to enable the gallery to gain further information about audiences.
- Ensuring all equipment and lighting is fully functional at the beginning of every day
- Making sure the galleries are clean and tidy at the beginning and end of the day
- Reporting any health and safety, or security matters
- Answering the telephone, taking messages, dealing with visitor enquiries
- Dealing with all couriers and deliveries to the gallery
- Ensuring that the lobby and information desk are kept tidy throughout the day, and during private views and events
- Opening and closing the gallery as required and ensuring total security compliance at all times
- Creating exhibition related signage and content, e-invites, captions etc
- Working on events and functions which could be at any time during the week, at weekends, and in the evening.
- Welcoming residents to guest studio and ensuring it is properly set up, clean, tidy and ready to receive them
- Pro-actively selling all bookshop and exhibition related merchandise and managing the bookshop including stock control, rotation, ordering, online purchases and postal dispatched
- Managing venue hire enquires and seeing through successful bookings
- Managing any sales and service in the café/ bar area

### **Skills and Qualifications**

- Bachelor's degree in related field
- Minimum 3 years of work experience in a related field
- Knowledge in contemporary culture and art from the Arab world
- Excellent communication skills
- Experience in dealing with the public
- Excellent IT skills
- Knowledge in Adobe Photoshop, Illustrator, In Design and Premier Pro are desired
- Good team worker and detail oriented
- Accuracy and timelines in performing assigned tasks

### **About The Mosaic Rooms**

The Mosaic Rooms are a vibrant non-profit cultural space and bookshop in West London dedicated to supporting and promoting contemporary culture from and about the Arab world and beyond. We do this through our free access contemporary art exhibitions, our multidisciplinary events, artist residencies and learning and engagement programme. We are a project of the A.M. Qattan Foundation, a registered charity number 1029450.

## How to Apply

Interested candidates should apply with a CV and cover letter as two separately attached documents in either Word or PDF format to [info@mosaicrooms.org](mailto:info@mosaicrooms.org), addressed to Rachael Jarvis with subject heading "Application - Programme & Gallery Coordinator." Please note, due to the number of applications received only successful candidates will be contacted for interview. Closing date for applications is 12 PM, Friday 29 November 2019.

### Contemporary Culture from the Arab World

The Mosaic Rooms A.M. Qattan Foundation Tower House 226 Cromwell Road London SW5 0SW  
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