



## **Sales and Production Assistant**

**Studio Voltaire, London**

**£10.20 per hour 3 days per week, fixed term contract**

### **About Studio Voltaire**

Studio Voltaire is one of the UK's leading independent arts organisations. Our pioneering public programmes of exhibitions, participation projects, live events and offsite commissions have gained an international reputation for excellence.

Studio Voltaire has an outstanding track record of supporting artists at a pivotal stage in their careers. We champion emerging and underrepresented artists, placing great emphasis on risk-taking and experimentation, allowing us to offer an alternative and agenda-setting view of contemporary art. Many of our commissions are an artist's first solo exhibition in London. We invest wholly in the production of new work that might not always be possible in commercial galleries or larger institutions, giving artists the chance to expand their practice, often working in residence in the gallery.

We provide a much-needed resource of affordable and accessible on-site studios which house over 45 artists, supporting the development of a diverse range of individual and collective practices, from recent graduates to internationally recognised practitioners.

Our pioneering Participation Programmes commission a wide range of activities and projects working in collaboration with local and international artists, local schools, individuals and community groups. Working to redefine the role of arts and culture, our learning programmes connect communities and artists to generate responses to social and cultural issues, developing a closer relationship between the artist, the production of work and an active, engaged audience.

House of Voltaire, our innovative art and design shop sells unique artworks, limited edition prints, home-wares, fashion, ceramics, books and objects by leading contemporary artists and designers. Whether online or at one of our special intermittent international presentations, every purchase from House of Voltaire directly supports Studio Voltaire's exhibition and education programmes.

### **About the role**

The Sales and Production Assistant plays an integral role in the efficient running of Studio Voltaire's sales and fundraising activities - supporting sales activity and production of House of Voltaire, art fairs and additional national and international projects. As one of three front of house members of staff, the Gallery Assistant (Sales and Production) also acts as first point of contact for all visitors and provides administrative support to a range of staff and across operational areas.

## **Job Description**

Employer: Studio Voltaire Ltd  
Job Title: Sales and Production Assistant  
Responsible to: Sales and Production Manager  
Rate of Pay: £10.20 per hour

## **Conditions of work**

Fixed term contract for 12 months

3 days per week including one weekend during exhibition periods:

During exhibition periods:

Tuesday: 10am – 6pm\*

Thursday: 10am – 6pm\*

Saturday: 10am – 6pm or Sunday: 10am – 6pm

Outside of exhibition periods:

Tuesday: 10am – 6pm\*

Wednesday: 10am – 6pm\*

Thursday: 10am – 6pm

Up to 24 hours per week, exclusive of breaks.

\* Workdays can be discussed at interview stage.

Occasional opportunities for international travel.  
Additional hours are available, on agreement, during busy peak periods. Occasional evening work is offered for events.

## **Place of employment**

Studio Voltaire, 1a Nelsons Row, London SW4 7JR

## **Principal Duties and Responsibilities**

### **General**

- Acting as 'Front of House' and first point of contact for the organisation through greeting visitors and communicating exhibition and events information
- Fielding general telephone and email enquiries and directing enquiries to the relevant staff member
- Recording visitor and participation numbers for exhibitions and events
- The sorting and sending of post, receiving deliveries.
- Ensuring the office, gallery, public areas and kitchen are clean and presentable
- Supporting the smooth operation of the office by monitoring and ordering printer, stationary, kitchen and janitorial supplies
- Providing general IT support and administration (training provided)
- Supporting routine office maintenance as required

## **Sales and Production**

- Assisting with customer service enquires and sales at the gallery, online and via telephone
- Managing the sales@ email address
- Ensuring the gallery store is restocked and merchandised daily
- Order processing and dispatch – ensuring all products are dispatched within 24 hours of placement whilst adhering to packing standards
- Merchandise processing – stock check and inventory data entry
- Purchase Order creation and product data entry
- Warehouse and Inventory Control – ensuring accurate product levels across multi-channel platforms
- Maintain clear, ordered and functional warehouse and storage spaces
- Updating website content and supporting management of website content – ensuring accurate text, pricing and stock levels across multi-channel platforms
- Assisting with stock preparation and shipping for external temporary stores

## **Person Specification**

### **Essential Skills and Attributes**

- Demonstrable and informed interest in contemporary art and/or visual culture
- Excellent verbal and written communication skills with attention to detail
- A flexible, self-motivated approach to working and experience in multi-tasking, plus an ability to prioritise and plan
- An energetic, highly organised and enthusiastic team player with a desire to further develop a career in the contemporary art world through contributing to Studio Voltaire's continued success
- Excellent IT skills, particularly in Microsoft Office
- Strong numerical and analytical skills with a process focused working method

### **Desired Skills**

- It will be considered an advantage if the candidate demonstrates experience in working in an arts or retail environment
- Holds particular knowledge of the contemporary art world in London and internationally, and Studio Voltaire's particular role within it
- Experience in inventory systems

### **Please Note**

Due to limited resources, applicants not shortlisted for interviews will not be informed.

### **Equal Opportunities**

Studio Voltaire will not discriminate against eligible applications on the grounds of gender, marital status, race, nationality, ethnic background, national origin, religion, disability or age.