

Breakthrough 2025 Job Description

Towner – Gallery Assistant - Eastbourne

Employer name	Towner Eastbourne		
Employer Website	townereastbourne.org.uk		
Employer main contact	Liz Corkhill, Skills and Opportunities Producer, Young People Esther Collins, Head of Learning		
Employer email	liz.corkhill@townereastbourne.org.uk		
Start Date	Monday 29 th September	Hours Per Week	25
Working week	Tues – Fri times as below 9:00 to 17:00 4 days a week with 1 hour for lunch (unpaid). There may be some weekend or evening working, and at these times we will adjust shifts accordingly.	Hourly Wage	£12.21

Job Title	Gallery Assistant
Company Overview	
<p>Who we are:</p> <p>Collecting and exhibiting contemporary art for 100 years, Towner Eastbourne sits where the coast and the South Downs meet. Towner presents exhibitions of national and international importance for audiences in Eastbourne, the UK, and beyond, showcasing the most exciting and creative developments in modern and contemporary art.</p> <p>Towner is a free resource for the local and wider community. With a Learning Team who work closely to support local school, college and other visits, and with artists to offer new and engaging ways of exploring creativity. We deliver a programme of events for all ages, gallery engagement resources and skills development for those looking to experience work in the creative industries.</p> <p>Our team is welcoming and friendly, committed to sharing our skills and experience.</p>	

Job Description

This is an opportunity to understand and contribute towards the working of a nationally renowned gallery. Working alongside experienced arts professionals you will support with a variety of aspects of our programming, both visitor-facing and behind the scenes.

You will develop a broad range of skills covering event delivery, communications, community engagement, gallery operations, and working with artists.

This role will include:

- Working alongside our Visitor Services team as they support visitors to have a memorable experience of Towner
- Preparation, set up and delivery of events such as talks, film screenings and First Friday Late events, with our Public Programme Curator
- Family Day, Year 9 Programme and other events delivery within the Learning team
- Design and production of digital badges
- Admin support across all areas of the gallery

The role will be based at Towner Eastbourne, which is in Devonshire Quarter.

After initially training with our Visitor Services team you will join the team for regular shifts each week. Once you are settled, we will then introduce you to our office-based colleagues, with whom you will begin working with on specific events and programming for two or more days of the week.

There will be scope to explore your interests across departments such as our Exhibitions team, Learning team and Marketing team depending on your interests.

Skills and development

We are looking for a young person who is working towards being:

- Confident communicating with a broad range of people
- Enthusiastic, able to manage your own workload and work within a team
- Comfortable working on more than one project at a time
- Comfortable using basic digital tools – Outlook, Word and Excel .
- Interested in working with different groups of people eg: teenagers, under 5s and their parents, artists, people with learning disabilities, adults and others

There are no formal educational requirements, but it is desirable that candidates have:

- An interest in the arts/visual arts as a career going forwards
- A connection to Eastbourne, or are local to Eastbourne
- Some previous experience interacting with the public

Employers advice: To demonstrate your excitement for this role we would recommend that candidates for the role in their application talk about :

An interest in being creative and working with artists and artwork.

What you think is exciting about working as part of a team, and with members of the public in a gallery.

How you think the skills, experience and interests you already have will be helpful to you in this role.

Personal Qualities

- Enthusiastic and committed
- Ability to think independently and work within a team
- Punctual, reliable and organised
- Keen to learn and experience a role in an arts organization
- Open to learning and constructive feedback

Future Prospects

Though this placement you will gain skills and experience which is useful in other arts organisations, through working in a gallery which is respected throughout the UK. During the course of the placement, you will meet and network with other creative individuals and organisations. Some of these conversations might develop into future opportunities. We will also provide a work placed mentor who can offer career advice and guidance, helping you to develop your CV and offer support with job applications and interviews.