

# HASTINGS CONTEMPORARY

Hastings Contemporary launched in July 2019 when we moved away from being Jerwood Gallery. Hastings Contemporary is a new, independent modern and contemporary art gallery for Hastings, and reflects the town's independent spirit, drawing on the rich artistic heritage of Hastings and the South East and engages with the town's growing creative community. Hastings Contemporary's expanded programme explores all forms of modern and contemporary art, and continues to champion the medium of painting, for which it has built a strong reputation.

The building designed by HAT Projects, is a sensitive response to its context of the fishing beach, listed net huts and medieval Old Town. The gallery has received a number of architectural awards including a RIBA National Award, Civic Trust Award, Sussex Heritage Trust Award and reached the mid list for the Stirling Prize.

The gallery features:

- The main gallery, a large contemporary space for our exhibitions programme
- Seven smaller galleries which display a continuation of our contemporary exhibitions
- External courtyard
- Webbe's at Hastings Contemporary, our first-floor café with stunning views of the sea
- Shop
- Studio Space

It is Hastings Contemporary's ambition is to become a cultural hub in Hastings through our work in schools and the wider community. We encourage learning, access and enthusiasm for the visual arts with people of all ages and backgrounds.

## Gallery Steward Role Description

Hastings Contemporary is seeking enthusiastic and committed volunteers to join our vibrant team as Gallery Stewards, supporting us in our work as a cultural hub in Hastings, and playing a key role in the network of coastal galleries across the South East. We believe that volunteering benefits both the gallery and volunteers by sharing time and skills in exchange for experience and the opportunity to be a part of Hastings Contemporary's team.

Volunteers play a vital part in the gallery's operations, ensuring that we deliver the highest standard of visitor engagement and experience, whilst involving the local community in our work. Volunteers at Hastings Contemporary contribute to the quality experience that is vital to ensuring visitors can enjoy and engage with our exhibitions, as well as feeling at home within the gallery space.

This is a great opportunity to learn new skills in a cultural environment. You will work with the Visitor Services Manager to provide a positive and engaging experience of Hastings Contemporary to all our visitors.

**Please note that for insurance purposes all applicants must be aged 16 or over.**

<b>Role Title:</b>	Gallery Steward
<b>Responsible to:</b>	Visitor Services Manager
<b>Liaison with:</b>	All staff Public
<b>Purpose of Role:</b>	To provide a positive and engaging experience for all visitors to the Hastings Contemporary To provide support to the Visitor Services Manager in developing our visitor offering
<b>Main Duties and Responsibilities:</b>	Engage the visitors with the temporary exhibitions Be knowledgeable about the exhibition, gallery events, and shop products To ensure the security of artwork and galleries whilst invigilating Support gallery staff to deliver events such as the private views Welcome groups and deliver talks Undertake surveys to capture visitor data Other duties commensurate with the general responsibilities of the role
<b>Role specification:</b>	Good communication skills, ability to positively interact with gallery visitors and staff, punctual, reliable, professional and security conscious.

**About You:**

Please note that we take security data seriously at Hastings Contemporary. We do not sell, rent, or trade the data we have. We will only use your data in the way in which it was entrusted to us. We hold all data in compliance with GDPR and only work with partners who are also GDPR compliant. If you wish to know about how we hold data on volunteers, please contact the Visitor Services Manager on application to becoming a volunteer. Alternatively, you can find out about our privacy policy by visiting our website; [www.hastingscontemporary.org/privacy-policy](http://www.hastingscontemporary.org/privacy-policy).

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	

<p><b>Please outline why you wish to volunteer at Hastings Contemporary and what skills and experiences you have to offer to the role of Gallery Steward?</b></p>

Hastings Contemporary operates variable opening times to meet visitor demands, including evenings, weekends and Bank Holidays. We understand that you may have various commitments, so we ask that you complete the following availability form so that we know what hours you are able to do. We cannot guarantee that we are able to give the requested hours however we will endeavour to do our best to ensure that you are satisfied with your hours.

Opening Hours:	Morning	Mark with X	Afternoon	Mark with X	Mid-Day:	Mark with X
Monday ( <b>Bank Holidays Only</b> )	10.45 - 2.15		1.45 - 5.15		12-4	
Tuesday	10.45 - 2.15		1.45 - 5.15		12-4	
Wednesday	10.45 - 2.15		1.45 - 5.15		12-4	
Thursday	10.45 - 2.15		1.45 - 5.15		12-4	
Friday	10.45 - 2.15		1.45 - 5.15		12-4	
Saturday	10.45 - 2.15		1.45 - 5.15		12-4	
Sunday	10.45 - 2.15		1.45 - 5.15		12-4	

How many shifts to can you commit to?	Per week		Per Month	
Would you prefer to have a regular shift?	Yes		No	

Please provide one referee. They should be either a former employer, or your teacher/lecturer/tutor.

Referee name:	
Address:	
Email Address:	
Contact Number:	
Relationship to you:	

Please send a copy of this application and your CV by email to Molly Barrett, Volunteer Coordinator, [molly@hastingscontemporary.org](mailto:molly@hastingscontemporary.org) or by post to Hastings Contemporary, Rock-a-Nore Road, Hastings, East Sussex, TN34 3DW.

If your application is successful you will be invited to a two-way discussion to find put more about the role and decide whether this is the right opportunity for you. This is also an opportunity for us to gauge your suitability for the role.