

## Vacancy Summary

<b>Job title:</b>	Visual Arts Exhibitions Assistant
<b>Salary:</b>	Circa £16,000 per annum (£20,000 p.a FTE)
<b>Location:</b>	Chilcomb, Winchester
<b>Hours:</b>	0.8 FTE (30 hours per week)
<b>Type of contract:</b>	Permanent

Hampshire Cultural Trust is looking for a **Visual Arts Exhibition Assistant** to support the delivery of the exhibition programme across two trust venues; [The Gallery](#) and [City Space](#), both situated at Winchester Discovery Centre. This role will be based in Winchester at Chilcomb House, and will involve regular travel to the two venues.

Working closely with the Visual Arts Exhibitions Manager in the Destination Winchester work stream, this role will provide essential and specialist administrative support for the exhibition programme. From arranging transportation and liaising with contractors, to assisting installing, promoting and marketing the exhibitions, the position requires a wide range of skills, to work on all aspects of the programme delivery.

The successful candidate will be able to demonstrate excellent administrative experience in a similar setting, exceptional attention to detail, and strong interpersonal and organisational skills. They will possess good time management and the ability to work autonomously on multiple priorities, yet enjoy working with a wider team.

This is a fantastic opportunity for someone who is looking to further their experience in Exhibitions, supporting the Visual Arts Exhibition Manager at this exciting time, to help deliver our ambitious plans. To apply please forward a copy of your CV together with a cover letter explaining why you would excel in this role to [hr@hampshireculturaltrust.org.uk](mailto:hr@hampshireculturaltrust.org.uk). Please note that only complete applications will be considered.

<b>Closing date for applications:</b>	Sunday 6 December 2020
<b>Interview date:</b>	Wednesday 16 December 2020

### About the trust

Hampshire Cultural Trust was established in 2014 to promote Hampshire as a great cultural county, and our vision is to be renowned for creating world-class cultural experiences that enrich and transform lives. We manage and support 26 arts and museums attractions across Hampshire and deliver county-wide outreach programmes that bring great culture to local communities. We also deliver a diverse range of wider social impact initiatives targeted at those who are most vulnerable or disadvantaged and who would not usually have access to arts and culture.



*HCT is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring service. Applicants successful at interview may be required to undergo Disclosure and Barring service checks as applicable to the role.*

**COVID-19**

To help keep everyone safe, we've made some changes at our venues. We have introduced a number of measures in line with government guidelines to manage our visitor numbers and ensure we maintain social distancing to protect everyone on site. Where possible, we encourage our teams to work remotely and so you should