

STUDIO VOLTAIRE

Dear Applicant

Thank you for your interest in the role of Sales and Production Assistant.

This pack contains a job description, person specification and an introduction to Studio Voltaire.

To apply for this role:

1. Please download and complete the application form by clicking [here](#) and email it to hr@studiovoltaire.org.
2. Please complete the Equality and Diversity Monitoring Form by clicking [here](#). The form is completely anonymous.

We are keen to ensure that Studio Voltaire welcomes a diverse range of people and is representative of the communities we work within. The organisation benefits from a wide range of backgrounds, perspectives and styles of thinking and working.

We strongly welcome applications from people who are currently underrepresented in contemporary art, including people with Black, Asian and Minority Ethnic heritage, people who have faced socioeconomic barriers, those who identify as Lesbian, Gay, Bisexual, Transgender, Queer or Intersex, and those with disabilities or long term health conditions.

We are happy to receive applications in alternative formats, including audio and video. If you would like to apply for this role in another format, or if you have any access requirements and would like to discuss how we can best support you through your application process, please contact us at hr@studiovoltaire.org or 0207 622 1294.

Best wishes

Caitlin Storrie
Retail and Commercial Manager

About the Role

The Sales and Production Assistant will support the sales and creation of artistic merchandise, editions and innovative fashion and design products in House of Voltaire to our diverse local, national and international audiences through in-house sales and digital communications. They will gain experience in customer satisfaction in-store, online and over the telephone; the back-end management of in-store and online retail; care, creation and marketing of products, and how to pack and send orders. They will have the opportunity to work with artists and designers to understand how to communicate their vision when producing commissions, exhibitions and saleable products.

The role will work closely with a small but committed team of a Sales Associate and Retail and Commercial Manager, plus with our Communications Manager and Head of Commercial.

This placement is an excellent opportunity for someone who is starting out in a career in sales or arts administration, who is passionate about supporting the work of artists, and has an interest in sales and communications. You will also receive mentoring from the wider team as per your area of interest, which will be established during regular 1-1 sessions with your line manager.

The role is funded by Lambeth's ELEVATE programme which aims to get young people from underrepresented backgrounds into the Creative and Digital sectors. To apply for this role, you will need to be:

- A Lambeth resident (with the exception of Lambeth care experienced young people)
- 18 to 24 years old

We will additionally prioritise applications from young people who are not currently in education, employment or training.

Application Process

We will be holding an online recruitment session ahead of the application deadline to answer any questions you might have about this position with Hayley Dixon, Head of Finance and Operations.

Online recruitment session: Monday 18 November 2024, 7.00 to 8.00pm

Please sign up for the online session at this [link](#). A Zoom link will be sent out one hour before the session.

Deadline for applications: Monday 2 December 2024, 5.00pm

Sales and Production Assistant

Studio Voltaire, London

Job Description

Employer:	Studio Voltaire Ltd
Job Title:	Sales and Production Assistant
Responsible to:	Retail and Commercial Manager
Department:	House of Voltaire
Contract:	6 month (fixed term contract)
Probation period:	6 weeks
Notice period:	1 month (probation notice period is 2 weeks)
Salary:	London Living Wage, currently £13.15 per hour (£13.85 from April 2025)
Conditions of work:	16 hours per week Start and end times may vary. Working days can be flexible across Wednesday to Sunday, agreed upon after discussion with the candidate. Occasional evening work. Time off in lieu (TOIL) and occasional overtime pay for additional hours worked are available in line with Studio Voltaire's policy
Benefits:	6 days paid holiday, equivalent to 28 days per year for a full time role, plus UK public holidays Employer Pension Contribution of 3% Training Opportunities Employee Assistance Programme Discounts at House of Voltaire and Crispin, our onsite restaurant
Place of employment:	Studio Voltaire, 1a Nelsons Row, London SW4 7JR

Principal Duties and Responsibilities

In Store Sales

- Be the first point of contact for customers and visitors, ensuring they receive the highest standard of welcome and care, proactively engaging them to encourage sales
- Ensure the in-store environment is presented to a high standard at all times. Including daily sweeping and dusting, plus spot cleaning
- Help maintain stockroom and storage areas to the highest standards, ensuring they are arranged in the most space-efficient manner whilst adhering to Health & Safety, housekeeping and art handling rules

- Replenish stock on the shop floor as required and notify the Retail and Commercial Manager of low stock levels
- Follow the correct opening and closing procedures, ensuring all security and financial policies are followed and maintained

E-Commerce

- Process and dispatch e-commerce orders, following correct standards of packaging and brand guidance
- Assist the Retail and Commercial Manager in ensuring that our e-commerce platforms are maintained to the highest standards (Shopify/Artsy/ArtSpace)
- Draft and maintain informative, relevant and up-to-date copy that conforms to House of Voltaire's house style, adding product photography and internal links and completing category assignments and product tagging accurately
- Assist the Communications Team to conceive and plan social media posts
- Collate analytical data for evaluation reports and applications

Production

- Provide administrative support to the Head of Commercial and Retail and Commercial Manager to manage edition and merchandise production
- Liaise with suppliers and producers to find quotes for new products
- Arrange shipment and delivery of products between stages of manufacture
- Maintain House of Voltaire's database of suppliers and producers, adding new names to the list
- Support coordination of photography
- Use initiative to conceive and develop new products

Additional Responsibilities

- Demonstrate a commitment to Studio Voltaire's Equality, Diversity, and Inclusion Policies
- Adhere to Studio Voltaire's code of conduct and all policies and procedures
- Participate in regular staff meetings and training

Person Specification

We are keen to ensure that our team is diverse to benefit from a wide range of backgrounds, perspectives and styles of thinking and working. We strongly welcome applications from people who have typically been excluded from contemporary art, including those with Black, Asian and minority ethnic heritage, those who are facing barriers due to difficult socio-economic circumstances, disabled people, those who identify as Lesbian, Gay, Bisexual, Transgender, Queer or Intersex and people of all faith groups.

Essential Skills and Attributes

- Interest in the work of Studio Voltaire
- Enthusiasm and energy for working in the arts or creative industries
- Interest or experience in working in a retail environment

- Hard-working can-do attitude, with a willingness to work flexible hours, including evenings and weekends, as appropriate
- Basic administrative and organisational skills, such as calendar management, excel, database
- Good IT skills
- Good attention to detail
- Good verbal and written communication skills with the ability to work with a wide and diverse range of people
- A self-motivated approach to working and experience of multi-tasking, with the ability to react to changing priorities
- Working as a part of a small team, you will need to have a flexible “all hands-on deck” approach, while maintaining staff structure boundaries and responsibilities
- A commitment to respect and care for fellow employees, and Studio Voltaire’s Equality, Diversity, and Inclusion Policies
- Aged 18 to 24
- Lambeth resident

Desirable Skills

- An understanding of and affinity with the mission, vision, and work of Studio Voltaire
- Some experience/knowledge of Point of Sales systems, specifically Shopify (opportunities for on job learning)
- Some experience/knowledge of Adobe InDesign and Photoshop (opportunities for on job learning)
- Some experience of video editing, eg Instagram reels, YouTube and Vimeo videos (opportunities for on job learning)
- Some experience working with social media and websites
- Experience working in a museum, gallery, cultural or voluntary sector organisation

Equal Opportunities

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

About House of Voltaire

House of Voltaire commissions and sells unique artworks, limited edition prints and specially-commissioned homewares, clothing and accessories by artists and designers of local and world notoriety. All purchases support leading arts and education charity Studio Voltaire's world-renowned artistic and public programmes.

Founded in 2010, House of Voltaire is inspired by influential artists' shops, including Keith Haring's Pop Shop and the Bloomsbury Group's Omega Workshop. Items can be shopped year-round online and at our London store, as well as at special international presentations. Items on sale are one-of-a-kind or limited edition, and most are exclusive to House of Voltaire.

"At its heart, House of Voltaire remains more than just a fun endeavour; its mix of humour, beauty and creativity funds one of the most interesting independent art institutions in London." – The Financial Times

houseofvoltaire.org

About Studio Voltaire

Studio Voltaire is one of the UK's leading not-for-profit arts and education organisations. Our programmes champion emerging and under-represented practices. Placing great emphasis on risk-taking, experimentation and support for artists, our pioneering exhibitions, collaborative projects, artist development, live events, and offsite commissions have an important local and international reach.

In October 2021, Studio Voltaire completed a highly successful and award-winning £2.8 million redevelopment to expand and redevelop our site and programmes, the most ambitious transition in our history.

Studio Voltaire develops and nurtures an essential artistic community in South London, providing a range of high-quality and light-filled studios for over 60 onsite artists and cultural workers alongside dedicated professional development programmes. Our long-term partner ActionSpace supports artists with learning disabilities within a supported studio programme at Studio Voltaire.

We host a rolling programme of research and production residencies for UK-based and international artists and curators. The LOEWE FOUNDATION / Studio Voltaire Award works to increase and strengthen equitable representation and access and amplify artistic voices across class, race, gender, sexuality and disability.

Studio Voltaire commissions a wide range of longer-term collaborative projects. We work with artists, residents, community groups and healthcare providers to create contexts for people to share experiences, research, and collaborate to make artwork. Our civic and learning programmes aim to redefine the role of arts and culture to build stronger communities.

Working in partnership with schools, colleges and universities, as well as local groups and community organisations, we create a lively year-round programme of artist-led workshops, events and tours. We provide an alternative site for intergenerational learning, helping to overcome barriers that some people experience in formal education settings and supporting those who might have limited access to creative opportunities.

Studio Voltaire's exhibition programmes have gained an international reputation and offer significant opportunities for emerging and under-represented artists. We provide time, care, and resources for artists to create ambitious new work. On occasion, we present surveys or archival exhibitions of underrepresented and overlooked figures. Most of our commissions are an artist's first solo exhibition in London or bring work by international artists to UK audiences for the first time.

Regular public programmes of talks, workshops, screenings and live events delivered alongside each exhibition provide further opportunities to engage with our commissions.

We have developed an outstanding track record of supporting artists at pivotal stages in their careers. As a direct result of our support, many participating artists have gone on to be awarded or nominated for prizes, including Turner Prize, Carnegie Prize, Wolfgang Hahn Prize and MacArthur Genius Fellowship, as well as participating in major international arts festivals, including Venice Biennale, Skulptur Projekte Munster, Whitney Biennial and documenta. Studio Voltaire commissions have also gone on to be presented at, and collected by, major institutions, including Tate Modern, Tate Britain, British Museum, Museum Ludwig, Moderna Museet, Migros Museum and Whitney Museum.

Studio Voltaire was founded in 1994 by a collective of twelve artists, who set up studio space in a disused tram shed on Voltaire Road in Clapham. An artist-centred approach remains at the core of our work. We are proud of our unique way of working.

Studio Voltaire is a registered charity and part of Arts Council England's National Portfolio. We fundraise for our work through the kind support of individuals, sponsors, public funders, charitable trusts and foundations, and sales of our renowned limited edition artworks from House of Voltaire.

studiovoltaire.org