

# APPLICATION PACK

STUDIO  
VOLTAIRE

Commercial Assistant

Deadline for applications: 10 am, 15 December 2025

## HOW TO APPLY

Thank you for your interest in the Commercial Assistant role at Studio Voltaire. If you are aged 18-24 and live in Lambeth, we look forward to receiving your application.

### How to apply

1. Please download and complete the application form by clicking [here](#)
2. Please complete Studio Voltaire's Equity, Diversity and Inclusion Monitoring Form by clicking [here](#). The form is completely anonymous and separate from your application

Applications in the form of CVs will not be considered.

The deadline for receiving completed applications is 10 am, Monday 15 December 2025.

Applications received after this time will not be considered.



## ABOUT THE ROLE

The Commercial Assistant works closely with the Retail and Commercial Manager and Commercial Coordinator in the operation of Studio Voltaire’s thriving commercial activity, including House of Voltaire and venue hires.

House of Voltaire commissions and sells unique artworks, limited edition prints and specially commissioned homewares, clothing and accessories by leading international artists and designers. All purchases support Studio Voltaire’s artistic and public programmes. The Commercial Assistant supports onsite and e-commerce sales, stock management, store operations, sales tracking, customer service and merchandising.

The Commercial Assistant will gain valuable training and experience in the process of commissioning, production, launch and promotion of artist-made works and saleable products, within a visual arts setting.

Under the supervision of the Commercial Coordinator, the Commercial Assistant will support with venue hires, liaising with Studio Voltaire’s Operations team and the organisation’s restaurant partner to administrate enquiries and take bookings, building skills in client care in a creative setting and supporting the charitable aims of an arts and learning organisation.

## JOB DESCRIPTION

The role is funded by Lambeth's ELEVATE, offering opportunities for Lambeth-based young people seeking a career in the creative industries.

Job title: Commercial Assistant

Employer: Studio Voltaire Ltd.

Place of employment: Studio Voltaire, 1a Nelsons Row, London, SW4 7JR

Duration: 6-month fixed-term contract

Hours: 16 hours per week

Salary: London Living Wage, £14.80 per hour

Conditions of work: 2 days per week (10:00 am - 6:00 pm)

Reports to: Retail and Commercial Manager

Probation period: 6 weeks

Notice period: 1 month

### Benefits

- 6 days of annual leave, plus Bank Holiday allowance
- Free or discounted access to selected museums worldwide
- Employee Assistance Programme
- Training opportunities
- Discounts at House of Voltaire and Crispin at Studio Voltaire



## KEY TASKS AND RESPONSIBILITIES

### In-Store Sales

- Be a 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, ensuring they are arranged in the most space-efficient manner whilst adhering to Health & Safety, housekeeping and art handling conventions
- 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 the 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)

- Help draft and maintain informative, relevant and up-to-date copy that conforms to House of Voltaire's house style, adding product photography and completing category assignments and product tagging accurately
- Help collate analytical data for evaluation reports and applications

### Production

- Provide administrative support to the Retail and Commercial Manager with 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
- Support the coordination of photography of new products and editions

## KEY TASKS AND RESPONSIBILITIES

### Other

- Provide front of house support where necessary, including greeting visitors, sharing information and keeping these areas clean and tidy
- Demonstrate a commitment to Studio Voltaire's Equity, Diversity, and Inclusion policy
- Adhere to Studio Voltaire's code of conduct and all policies and procedures
- Carry out other duties deemed appropriate by the Curators & Assistant Curators
- Participate in regular staff meetings and training



## PERSON SPECIFICATION

The following outlines the type of experience we would like you to have. You do not need to meet every point to apply. We are interested in hearing from candidates who meet most of the criteria and show strong potential.

- Aged 18–24
- Live in Lambeth
- Interest in the work of Studio Voltaire
- Enthusiasm and energy for working in the arts or creative industries
- Hard-working can-do attitude, with a willingness to work flexible hours to accommodate events, including evenings and weekends, as appropriate
- A creative thinker with a practical, all-hands-on-deck collaborative approach
- 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
- A commitment to respect and care for fellow employees, and Studio Voltaire's Equity, Diversity, and Inclusion Policies

- A current DBS Check – this is something Studio Voltaire can provide for you if you do not have one

### Desirable Skills

- An understanding of and affinity with the mission, vision and work of Studio Voltaire
- Experience working in a museum, gallery or cultural organisation

## EQUITY, DIVERSITY AND INCLUSION AT STUDIO VOLTAIRE

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

We actively welcome applications from people who are currently underrepresented in contemporary art, including those who identify as: Working class, or those who have experienced economic precarity or social exclusion; People of the Global Majority; Disabled, D/deaf, neurodiverse or experience long-term health conditions; LGBTQIA+, particularly transgender or non-binary people.

We welcome 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](mailto:hr@studiovoltaire.org) or 0207 622 1294



## EQUAL OPPORTUNITIES

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

We strongly welcome applications from people who are currently underrepresented in contemporary art, including people with African, Asian, Middle Eastern, Latin American and Caribbean heritage, people who face socio-economic barriers, those who identify as Lesbian, Gay, Bisexual, Transgender, Queer or Intersex, and those with disabilities or long-term health conditions.

We welcome 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](mailto:hr@studiovoltaire.org) or 0207 622 1294.

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



## ABOUT STUDIO VOLTAIRE

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

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.

Web | [studiovoltaire.org](https://studiovoltaire.org)

Instagram/Facebook | @studiovoltairelondon

TikTok | @studiovoltaire





STUDIO  
VOLTAIRE

WILLIAM  
SCOTT

STUDIO VOLTAIRE  
WILLIAM  
SCOTT  
2019  
100%  
100%  
100%

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VOLTAIRE

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Registered Charity No: 1082221

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