**Volunteer Gallery Administrator**

**About Anteros**

The Anteros Arts Foundation is a charity for education and the promotion of the arts in Norfolk. Housed in an ancient Tudor merchant's house that is grade 2\* listed, we teach short courses in fine art skills alongside the eight-month Anteros Arts Diploma, hire out rooms and hire out gallery space for a rotating programme of exhibitions from local artists.

**The Role**

We are looking for a volunteer to help support the organisation and running of our exhibitions programme. You will work closely with the Courses and Gallery Administrator and respond to exhibition enquiries, send out and collate application forms for exhibitions, and send artists information on logistics ahead of their exhibition hanging day (hanging days are every fortnight).

Responsibilities:

* Respond to exhibition enquiries, sending out application forms and responding to phone call requests as needed
* Collate exhibition application forms for the Curatorial Committee to review every couple of months
* Send out exhibition hanging day instructions as per a template to all exhibiting artists a week before their hanging day
* Send out the feedback form at the end of every exhibition.

**Key Skills**

Excellent communications skills

Strong IT skills

Strong time management skills

Self-motivated, reliable and organised

Access to a computer at home

**Time Commitment**

This role can be done from home or at Anteros, and requires a minimum of half a day a week, but could be on any day of the week.

**What’s in it for you?**

Full training and induction

Supporting a local arts charity

Learning a new skill

Connecting with local artists

Experience working in the arts sector

**How to Apply**

Please email [enquiries@anteros.co.uk](mailto:enquiries@anteros.co.uk) to request a volunteer application form.