



Contact: Helen Statham, Gallery Manager

Email: info@o3gallery.co.uk

Telephone: 01865 246131

Website: www.o3gallery.co.uk

O3 Gallery Student Ambassador

(Unpaid volunteering opportunity comprising of approximately 6 contact hours per month)

The O3 Gallery is a small exhibition space and selling gallery in the heart of the Oxford Castle Complex. We show artists with an Oxfordshire link and are keen to help in the professional development of emerging and mid-career artists.

The Student Ambassador role at the gallery suits an arts student or arts management student from A level stage and above, with an interest in the local arts community and galleries.

Our ambassador role allows students the valuable opportunity of having a practical connection with a working gallery space and its staff. Each ambassador is required to work with the gallery and their fellow ambassadors to help promote and increase the O3 Gallery's status within the local area. Ambassadors will be offered the opportunity to help at events held at the gallery and be expected to attend monthly meetings with the gallery manager and other members of the team.

Overview of potential 'Student Ambassador' activities:

- **Advertising/Marketing:**
 1. Distribute various publicity materials to other venues in Oxford city centre – flyers and posters.
 2. 'Spread the word' to work place/university/school/friends/family about gallery exhibitions and events.
 3. Write reviews and articles about the gallery's exhibitions and events in school and college newspapers or on blogs etc.
 4. Contribute to the O3 Gallery blog.
- **Events/Previews:**
 1. Help at different events – Preview nights, gigs, fashion events etc.
 2. Welcome visitors.
 3. Answer questions.

- **Monthly Meetings/Brain Storming:**

1. Attend monthly meetings with the gallery manager and other ambassadors
2. Suggest new ways of promoting the gallery.
3. Suggest any new ideas for events or building relationships with local universities, schools or organisations
4. Discuss exhibitions/events and their success rates.

Person Specification:

- Qualifications – Educated to A Level Standard or higher with good numeracy and literacy.
- Good communication skills.
- A demonstrable interest in the visual arts.
- Ability to use own Initiative.
- Must possess a positive ‘can-do’ attitude.

To apply for a student ambassador position at the O3 Gallery, please send your CV with a covering letter to:

Helen Statham
O3 Gallery Manager
O3 Gallery
Oxford Castle
OX1 1AY

Or email: info@o3gallery.co.uk

Please note, there is a lot of competition for each ambassador place so use your covering letter as an opportunity to say why the gallery should choose you over another candidate.

Applications deemed suitable may be asked to attend an informal interview before a student ambassador place is offered. If you do not receive a response, please assume that your application has been unsuccessful on this occasion.

O3 Gallery, Oxford Castle, OX1 1AY

T: 01865 246131 E: info@o3gallery.co.uk W: www.o3gallery.co.uk

Gallery opening hours during exhibitions: Weekdays 12-5pm, Weekends 11am-4pm.