



## GALLERY INTERN

### ABOUT PETWORTH PLACES

Petworth Places is made up of several teams of dedicated people building a destination hospitality and food and beverage business with Stay, Eat, Visit at the heart of the business. Our core businesses are located in the beautiful South Downs market town of Petworth, West Sussex, and the historic market town of West Malling in Kent.

Established in 2010, the group comprises a multiple-award-winning food brand, The Hungry Guest (a double winner of UK delicatessen and farm shop of the year), E Street Bar & Grill, and The Angel Inn (with seven upmarket guest rooms and two luxury holiday apartment/villas – Ryde House and East House). The group also includes Augustus Brandt, an interiors and antiques business, and Newlands House Gallery, an exciting gallery and exhibition space.

Our accolades include E Street Bar and Grill being awarded best restaurant in the South East in 2019 and The Angel Inn being awarded best pub in West Sussex in 2022. E Street Bar and Grill joined the global Chaine des Rotisseurs in 2022.

In 2019 we established a new wedding venue and events business which is growing steadily and in 2022 we launched our wine series events at E Street Bar and Grill, which has been a great success.

### NEWLANDS HOUSE GALLERY

Newlands House occupies an 18th century townhouse in the centre of Petworth, a beautiful market town in the heart of the South Downs, noted for art treasures at Petworth House. Comprising 12 rooms spread over 7,500 sq. ft., the gallery's ambition is to stage world-class exhibitions focused on the great artists of the 20th century.

### ABOUT THE ROLE

We are seeking an enthusiastic Gallery Intern to join our dedicated team. If you love art, want to contribute to the cultural life of your community, want to meet like-minded people or broaden your skills and knowledge, then interning with us could be for you.

### RESPONSIBILITIES

- Greeting guests and visitors
- Invigilation and camera monitoring
- Managing the incoming telephone lines and incoming/outgoing post and packages
- Processing book orders
- Ensuring common areas of the gallery are well-presented.

- Assisting with condition checking and environmental reporting
- Maintaining office and event supplies
- Assisting with exhibition and event logistics and installations
- Coordinating with staff on operations
- Ongoing operational and administrative assistance
- Digital duties will include assisting with updating website, 3rd party platforms and other channels.

## **WE OFFER**

- Rate of Pay: National Minimum Wage
- Holiday entitlement is 28 days per annum including Bank Holidays for fulltime roles. Holiday is calculated on a pro-rata basis for part time roles.
- Learning and development opportunities
- Staff discounts at all group outlets
- Refer a Friend Scheme Bonus of £100
- Company Pension Scheme
- Employee Assistance Scheme

**Location:** Petworth, West Sussex

**Employment Type:** Part Time

**Hours:** Part-time, negotiable, Monday to Sunday

**Salary:** National Minimum Wage

**To Apply:** Please send your CV and covering letter to [recruitment@petworthplaces.com](mailto:recruitment@petworthplaces.com)