

Chapter House Lane is looking for an arts writer

The team at Chapter House Lane is expanding and we need a creative arts writer to be the voice of our vibrant organisation.

Chapter House Lane is a non-profit, contemporary art gallery that hosts monthly exhibitions in a walk-by window space in Melbourne's CBD. The gallery is supported by a skilled group of volunteers, each is responsible for specific tasks as well as helping the Gallery Director to achieve Chapter House Lane's objectives as an organisation.

The writer is responsible for creating written content for Chapter House Lane's exhibitions. The main tasks of this role involve writing, editing and delivering monthly e-invitations, news articles and website information. A passion for creative expression, volunteering, community and the arts is highly regarded.

This is an ongoing voluntary position.

Responsibilities:

- Proactively research exhibitions through artist interviews, studio visits and meetings with the Gallery Director
- Write and edit web content for exhibitions, artist bios and gallery news in a timely fashion
- Write engaging and insightful exhibition invitations to a monthly deadline
- Liaise regularly with committee members, including the Gallery Director, Media & Communications Manager, Website Manager and Graphic Designer
- Assist with other copywriting and messaging requirements as needed

Requirements:

- Skilled professional writer and/or creative writer (arts writing experience preferred)
- Solid understanding of the visual arts and arts organisations
- Experience interviewing, collecting information and researching
- Strong editorial skills and attention to detail, with the ability to work to a style guide
- Organised and able to work independently to self imposed deadlines
- Positive, communicative and collaborative team player
- Ability to accept constructive feedback

Benefits:

Committee members work on a volunteer basis, however there are perks to the job including:

- Work experience with a professional, non-profit arts organisation
- Exposure to networks, artists and other organisations
- Satisfaction of contributing positively to the local art scene
- Recommendation for future employment

Time commitment: Approximately six hours per week.

Application:

If this opportunity interests you, please email Chapter House Arts Inc at:

info@chapterhouselane.org.au

Include an email describing how you're right for the job, three examples of previous work as well as your CV.

Applications close 7 June 2015.