



EXHIBITIONS INTERNSHIP

Application deadline: **Tuesday 14 Feb 2012**

Interviews will be held on: **Thursday 23 Feb 2012**

Internship dates: **21 March 2012 – 21 June 2012 (with the option to extend if desired)**

NB. A number of handover dates prior to start date are also necessary:

01 March – 6.30-9pm

08 March – 12-5pm

12 March – 12-5pm

To apply for this position please send your CV and a covering letter outlining your relevant experience and reason for applying to mail@chisenhale.org.uk.

EXHIBITIONS INTERNSHIPS AT CHISENHALE GALLERY

Chisenhale Gallery's Exhibitions Internship Programme is designed to provide hands on training in arts management and a comprehensive overview of gallery operations. The Intern will be working with all staff, but particularly the Director, Gallery Manager and Exhibitions & Events Organiser, on tasks arising with a clearly defined role and set of duties.

The Intern will be based and trained at the gallery five days per week, three days during the week (Wednesday – Friday) and every weekend during exhibitions, or four days per week (Monday – Thursday) when exhibitions are closed. The Intern will have ample opportunity to spend time with gallery staff both individually and as a team and will participate in regular staff meetings. We are committed to providing an insight into gallery administration, including: installation of exhibitions, press and marketing, audience development, fundraising, programme planning and event management.

During the installation of an exhibition the Intern will share responsibilities between assisting with the installation and the general administration of the office. During the six weeks of each exhibition, the Intern will on weekday mornings meet with staff, and be asked to fulfil a variety of agreed duties. While the gallery is open the Intern will spend some time at the front desk as the first point of contact for our visitors. In this crucial role the Intern takes on the important responsibility of engaging with the public and representing the organisation.

With the Intern we will discuss their specific training needs and areas of interest, and try to incorporate them into the broader scope of gallery work.

We will establish expectations at the beginning of the Internship to ensure we meet the training needs of the Intern. Regular meetings with the Director, Gallery Manager & Exhibitions & Events Organiser will refer to the expectations as a set of objectives by which to evaluate how the Internship is progressing both for the Intern and the Gallery. To help us both monitor and improve the Internship Programme we ask all Interns to provide a report at the end of the Internship. We are committed to making the Internship enjoyable and rewarding.

Applications are encouraged from a broad and diverse background. The Gallery is located on the ground floor and is fully wheel chair accessible with disabled toilet facilities.

GENERAL OVERVIEW OF DUTIES

Front of House duties

- First point of call for visitors
- Manage front of house – phone, email, printed material, press, post
- Fill in Audience Questionnaires with selected visitors
- Record visitor numbers
- Catalogue sales
- Limited Edition print sales
- Collect all press and keep press book and online press folders updated
- Keep studio and gallery clean / tidy and prepare for any events

Volunteer Management

- Maintain database of volunteers
- Manage weekend staff
- Organise staff for events / openings

Office maintenance

- Stationary orders (bimonthly or when needed)
- General upkeep – recycling, bins, printers (ink and paper)
- Assisting the Gallery Manager with general admin tasks including updating databases
- Updating the exhibitions archive, preparing content for the website

Exhibition duties

- Assist during installation – painting, lighting, hanging work, general cleaning
- Assist contractors and freelance technicians
- Recruit staff / volunteers for installation
- Manage invitation mail out
- Co-ordinate the opening event – drinks, front desk, dinner / after-party
- Assist the Exhibitions & Events Organiser in the smooth running of events
- Assist the Gallery Manager with preparing funding applications for the exhibitions programme

PERSON SPECIFICATION

To apply for this position you need to be a highly motivated individual.

Skills and Attributes

1. A commitment to contemporary visual arts.
2. An interest in expanding knowledge and understanding of all aspects of gallery work: Procedures, fundraising, administration, press and publicity work and the commissioning and production of site-specific installations.
3. Able to commit to the role and show reliability and punctuality.
4. A good team worker, pro-active and independent with a friendly manner.
5. Good verbal and written communication skills.
6. Basic computer skills, including experience of using Word, Excel, email programmes and the Internet. Experience of working with Mac computers is desirable.
7. Additionally, it would be desirable but not essential that there be some experience of being involved in Visual Arts projects or developing independent projects.