

Flat Time House



About Flat Time House

Flat Time House (FTHo) was the studio home of John Latham (1921-2006), recognised as one of the most significant and influential British post-war artists. In 2003, Latham declared the house a living sculpture, naming it FTHo after his theory of time, 'Flat Time'. Until his death, Latham opened his door to anyone interested in thinking about art. It is in this spirit that Flat Time House opened in 2008 as a gallery with a programme of exhibitions and events exploring the artist's practice, his theoretical ideas and their continued relevance. It also provides a centre for alternative learning, which includes the John Latham archive, and an artist's residency space.

The John Latham archive is the backbone of FTHo and provides a starting point for our exhibitions and events, as well acting as a fertile resource for artists, researchers and art historians. This engagement with the archive keeps it vital and dynamic.

www.flattimeho.org.uk

Internship title: Archives and Communications Intern

Working days: Thursday and Friday

Hours of work: 10am–6pm

Salary: £11.45p/h

Length of internship: 6 Months April–October 2021

Role Type: Administration

Location: Flat Time House, 210 Bellenden Rd, London SE15 4BW

If government restrictions allow, we would envisage the majority of working to take place on site, adhering to guidelines around social distancing. However the following list of roles and responsibilities will give a indication of what tasks could be done remotely if recommended.

Roles and responsibilities:

Working remotely

- Assist the Director/Curator and Programme Manger in general administration related to the delivery of the exhibitions and events programme at Flat Time House in liaison with artists, curators, partners and suppliers.
- Under the direction of the Programme Manager, assist with the marketing and promotion of Flat Time House events and publications, and actively contribute to Flat Time House's marketing strategy. To include: compiling e-newsletters and managing subscribers; updating the website; drafting social media posts; preparing marketing materials including press releases, images and pdfs; updating press lists and contact databases; researching marketing opportunities

- Manage the Flat Time House institutional archive of previous exhibition and events programming, uploading audio recordings of events, and keeping a digital record of press mentions. If appropriate, the filing of print documents may also be undertaken off-site.
- Answer general email enquiries or field to the appropriate staff member, including archive enquiries and image permissions.

Working on-site (dependent on government guidelines)

- Handle documents from the John Latham archive, observing procedure, and, under the direction of the archives assistant, measure, photograph and catalogue items for inclusion in the John Latham archive.
- Catalogue books from the John Latham Library to produce a digital database.
- Manage online book sales and handle petty cash.
- Assist with hanging of exhibitions to include basic technical work including measuring, drilling, painting, cleaning, lifting, handling and packing of artwork, and the setting up of audio-visual equipment.
- Assist with the set-up and delivery of public events, both on and offsite, and act as a public face for Flat Time House, responding to enquiries from members of the public.
- Work flexibly including public events that take place on evenings and weekends.
- Be a key-holder for Flat Time House.

In addition

- Comply with Flat Time House's Health & Safety and Equal Opportunities Policies.
- To undertake any other duty, which may reasonably be allocated by the Director/Programme Manager.

The Candidate:

The AWP internships have been funded to provide opportunities for students who do not have access to advice and support from a parent who is a University graduate. AWP Internships are supported by the UAL Outreach programme and applicants must be from this background. Please refer to Artquest's website for full eligibility criteria.

Person specification:

- Keen interest in contemporary art and 20th Century art
- An interest in working with archives
- A willingness to engage with Flat Time House's programming/the work of John Latham/Artist Placement Group
- Good written English
- Ability to be hands-on
- Very good attention to detail
- Basic IT skills to include use of Microsoft Office

Training will be given, however we would be interested in knowing applicants experience in/knowledge of the following:

- Experience of uploading content to a website
- Experience of using social media for marketing purposes
- Interest in educational programming for higher-education
- Experience of handling and/or installing artwork
- Experience of working with audio/visual equipment
- Experience of using Photoshop

Learning Opportunities:

The internship would offer a graduate the opportunity to work closely as part of a very small team of three people, gaining an understanding of how to develop public programming from initial conception (introducing artists to the ideas of John Latham, supporting original research into the archive) to delivery (marketing and delivery of events and exhibitions). The internship focuses on two elements: the archive – this is starting point of all programming we do as an institution, and for the contemporary artists we work with; and communications – disseminating and making understood this research to a wider public. The hybrid internship will give a particular emphasis on the digital parts of the programme, supporting artists' remote research and developing creative and dynamic online marketing strategies.

The small nature and the wide variety of activities undertaken by the institution make us also placed to offer experience relating to publishing, artist residencies, archives management and arts education. The intern will receive an introduction and training in how a public institution operates in each of these areas. The intern can expect to support: the delivery of two group exhibitions of established contemporary artists, with accompanying online events programmes; the development of three new language-based artist commissions; the marketing of the 6th edition of NOIT journal which will focus on language; and an artist residency focused on John Latham's collection of books.

Although the internship focuses on two main aspects: working with the John Latham archive, and on marketing the Flat Time House public programme of exhibitions and events, we would be able to be flexible on the duties undertaken by a graduate according to their developing strengths and interests as the internship progressed taking into account what is feasible according to government regulations. We would offer comprehensive training focusing on the handling and cataloguing of archival documents, and how to market public programming. A complete introduction to the ideas of John Latham, and the Artist Placement Group will be also be given. As well as the duties of the internship, the intern will be able to shadow the Curator/Director of Flat Time House, meeting with artists and stakeholders where appropriate. In addition to the paid hours of the internship, we would be able to offer the intern optional additional paid hours at London Living Wage for invigilating the gallery at weekends during the exhibitions.

Line Manager:

Mary Vettise, Programme Manager



Forma Arts & Media
Artquest AWP Hybrid Internships Programme 2021
Job Description

Job Title: Production Intern

Employer: Forma Arts & Media, <https://forma.org.uk/>

Line Manager: Rachel Cunningham Clark, Producer

Dates: 6 month freelance contract, 2 days a week (flexible) between March-September 2021

Working hours: 10am - 6pm

Salary: £11.45 an hour

Holiday entitlement: 5 days

Location: Remote / FormaHQ

About Forma: Forma Arts is a not-for-profit contemporary art organisation that commissions and produces ambitious new work from international artists. Based in London, we work across the UK and world by collaborating with institutions, galleries and biennials, to develop multidisciplinary projects that are unique in both their content and their presentation. We pair this with artistic and professional development to practitioners, curators and producers ensuring the sector is skilled and thriving.

Recent and current artists we are working with include Alberta Whittle, Cécile B Evans, Benedict Drew, Amartey Golding, Beth Kettel, Nwando Ebizie and Himali Singh Soin. Artistic projects include institutional exhibitions, immersive installations, new artist films and live performance. We also support the creation of printed matter, publications and digital projects, as well as facilitating residencies and research and development.

During Spring/Summer 2021 Forma will officially launch 'FormaHQ', our new South London cultural hub that is home to our office, a large rooftop garden, affordable artist studios and a community and events space. The public-facing site is set to be transformational for Forma in that for the first time in our history, we will be able to develop and nurture a relationship with regular London audiences.

Internship opportunity: This internship provides an opportunity to gain experience working with an arts organisation focussed on the research and development of new creative practices. You will engage with artists across a range of artforms, supporting the team to successfully plan, manage and produce projects. Key responsibilities will involve assisting Forma's Producer with the research, development and production of the public programme that will launch FormaHQ over Summer 2021. It is expected that the position will be carried out both remotely and in-person at FormaHQ, Peveril Gardens Studios, 140 Great Dover Street, London, SE1 4GW. The balance of which is entirely

flexible as we are committed to supporting the needs of the applicant. It is also dependent on the current status of the sector in relation to Covid-19.

Your tasks will include:

- Working with our Producer and artists towards developing and achieving project strategies and project timelines, including research, planning and responsive production duties.
- Coordinating project logistics, technical hire and support, venue hire, travel, and accommodation.
- Supporting Forma in building partnerships and collaborative networks.
- Researching platforms, communities, and opportunities for the development and promotion of artistic programmes, including fundraising and partnership opportunities.
- Working flexibly as part of a small team towards a diverse range of priorities and responsibilities.
- Assisting with documentation and archiving of the current and past programming, including updating digital archives and handling third party enquiries.
- Supporting communications through the website, social media platforms and mail outs.
- Assisting with the day-to-day running of the office by providing administrative support.

Other duties include:

- Participating in regular 1-2-1, team and project meetings.
- Contributing to creative research and seeking future opportunities for talent development.
- Occasional support at public events taking place during evenings and weekends.

Forma is keen to develop a working relationship that is built upon your strengths, experience and career aspirations. We will discuss with you how the role can be adapted to respond to opportunities that arise within the organisation during your internship.

What skills/outcomes: This is a key role supporting a busy organisation, involving a range of skills including administrative duties, communications and meetings with artists and stakeholders, and contributing towards the production planning of complex projects. Working alongside the Producer and wider Forma team, the intern will develop curatorial and production experience, learning to work proactively and responsively to the demands and duties of the public arts sector.

About You

Essential requirements:

- Completed or undertaking a BA degree course from one of University of the Arts London colleges finishing in 2020 in a relevant subject
- Good knowledge of a range of contemporary art practices

- Interest in learning about the public arts sector and current funding operations
- Excellent written and oral communication skills
- An attention for detail and ability to multitask
- Strong administrative and computer skills

Desired but not essential:

- Knowledge of online publishing and marketing
- Past experience supporting or managing creative projects
- Experience with Adobe Creative Suite/Cloud

Eligibility Criteria:

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GASWORKS

About Gasworks & Triangle Network

Established in 1994, Gasworks is a contemporary visual art organisation that provides studios for local artists and develops a programme of artists' residencies, exhibitions, events and educational activities. Housing under one roof the various aspects of contemporary art practice - conception, production, dissemination and debate - Gasworks aims to support talent development of UK and international artists either at early stages of their career or when needing time to experiment with innovative ideas, methods and media.

Gasworks is also the hub of the Triangle Network, an international network of grass-roots arts organisations sharing the common aim to support and promote emerging talent through cultural exchange and artists' mobility. Established in 1982, Triangle's main activities include workshops, residencies, exhibitions and outreach events. Triangle also encourages peer-to-peer learning, professional development for artists and the dissemination of emerging international art practices.

Vision

Gasworks and Triangle create projects and develop partnerships at local and international level, prioritising activities that support emerging artists and peer organisations in under-represented regions or countries. International exchange is at the core of the organisation, addressing the need of emerging artists to make new work in contexts that instigate dialogue and exchange of ideas. The majority of Gasworks and Triangle's projects are open-ended, process-based and artist led. Similarly, exhibitions are generally the result of new commissioned work resulting from long-term engagement and discussion between coordinators, curators and artists.

Internship title

Programmes and Communications Internship

Hours of work

2 (consecutive) days per week
9.30am – 5.30pm (includes 1 hour unpaid lunch break)

Salary

£11.45 per hour

Length of internship

6 months fixed term contract – March/April - August/September 2021

Role Type

Admin

Location of internship

Gasworks (155 Vauxhall Street, London, SE11 5RH) or, if physical access to Gasworks is not permitted due to COVID restrictions, the intern will work remotely

155 VAUXHALL STREET LONDON SE11 5RH
T. +44(0)20 7587 5202 F. +44(0)20 7582 0159 INFO@GASWORKS.ORG.UK WWW.GASWORKS.ORG.UK

Gasworks is the hub of

Triangle
Network

Registered charity no. 326411
Registered company no. 1646688



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G A S W O R K S

What will the internship offer the graduate and what will they learn while they are with you?

At the end of the 6-month period, the Programmes and Communications Intern will have obtained a good working knowledge of the organisation's structure and gained practical skills in managing and promoting its Exhibitions and Residencies programmes.

The intern will have gained essential administrative skills and have the opportunity to meet and ask questions to all members of staff.

The intern will be introduced to the wide variety of roles necessary to make an organisation run smoothly.

Main duties of internship

The AWP Intern will support Gasworks' Programmes Manager and Head of Communications in the timely and efficient delivery, administration and promotion of the Exhibitions and Residencies programmes. The successful candidate will:

Delivery of the Exhibitions Programme

- Assist with email and phone enquiries about the Exhibitions programmes
- Support the Programmes Manager with exhibitions logistics, including materials research, production, transport, artist accommodation and travel etc
- Assist with installations and de-installations
- Support the Programmes Manager's research into artists, institutions and funders
- Assist with the ongoing development of online programming to accompany the Exhibitions programme
- Assist with research for an ambitious publication to accompany Adam Khalil & Bayley Sweitzer's forthcoming commission

Delivery of the Residencies Programme

- Support the Programmes Manager with the administration of open calls and applications
- Assist with email and phone enquiries about the Residencies programmes
- Help to organise artists' visas and travel arrangements
- Support the Programmes Manager to arrange and maintain accommodation for residency artists
- Help to provide visiting artists with practical and administrative support
- Facilitate access to resources and other research material as required by visiting artists during their residencies
- Support the organisation of open studios and other residency events

Communication and Audience Development

- Proofread texts for the gallery, website and other marketing purposes
- Carry out Audience Development Surveys
- Contribute to maintaining the relevant sections of Gasworks' website
- Assist with social media

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G A S W O R K S

- Contribute to maintaining Gasworks' mailing list
- Support the Head of Communications to action any journalists' requests for information, images, interviews, etc.

General

- Act as Front of House staff when required, greeting visitors to the gallery
- Ensure the foyer and front of house areas are always clean and presentable
- Contribute to and participate in a collaborative working environment, including weekly team discussions and other conversations

NB: If physical access to Gasworks is limited due to the ongoing COVID situation, the internship will be weighted more towards work and responsibilities that can be handled remotely. These include assisting with the development of online programming, communications-related responsibilities and a long-term project to develop a publication to accompany an exhibition commission.

What sort of graduate would benefit from this internship?

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Experience required

- Strong written and oral communication skills
- Good administrative and computer skills
- Ability to learn quickly and to adopt established working practices and procedures
- Ability to take direction from multiple managers, with the ability to multi-task and prioritise within a busy working environment
- Confident working independently but also as part of a small team

Desirable

- Working knowledge of Adobe Creative Suite
- Practical skills – use of tools, etc.

Name of supervisor

Joel Furness

Supervisor's job title

Programmes Manager

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