

## Artquest Widening Participation Programme

**Job Title:** Intern Production Assistant  
**Employer:** Auto Italia South East, Oxford House, Derbyshire Street, London E2 6HG  
**Reports to:** Edward Gillman, Artistic Co-Director  
**Dates:** September 2018 – March 2019, two days per week (TBC)  
**Salary:** £10.50 per hour

**About Auto Italia:** Auto Italia is an artist-run project and studio that commissions and produces new work – collaborating directly with emerging artists. Founded in 2007, it aims to provide a framework for developing alternative production and exhibition formats.

Throughout the history of the organisation there has been a questioning of how artists can work together to develop new formats for artistic production. Projects have taken on various formats ranging from collaborative public programming in temporary spaces, commissions and presentations in institutions and galleries, and the production of collaborative projects through working online. This work has been shown nationally and internationally at Tate Modern and ICA in London, KW Institute for Contemporary Art and abc – art berlin contemporary in Berlin, Artissima LIDO in Turin, CSS Bard in New York, Cemeti Institute for Art and Society in Yogyakarta, and Ithuba Arts in Johannesburg amongst others.

**Internship opportunity:** The internship offers the opportunity to gain production experience in a commission focused visual arts organisation, gaining an insight into process of producing new artwork and exhibitions by assisting artistic teams in the development of a public exhibition programme. During the internship you will be introduced to a range of financial and organisational aspects of project development, and be introduced to Auto Italia's growing creative and digital communities.

Your tasks will include:

- Assisting with the day-to-day running of the office and project space by providing administrative support.
- Documenting press material and archiving it within the organisation's systems.
- Researching platforms, communities, and press channels for the promotion of programmes, actively seeking to develop the organisation's audiences.
- Assisting with the generation of development strategies through conducting prospect research and actively seeking new funding opportunities.
- Supporting the writing of small fundraising applications, including compiling press packages, images/supporting material, and tracking artists development.
- Working with artists and Auto Italia to source exhibitions materials and AV (including finding quotes and comparisons), and assisting technical staff building exhibits.
- Conducting research related to technical exhibition production under the guidance of artistic staff and associated artists.
- Assisting the Auto Italia team to ensure that project resources are allocated in accordance with project timelines, and that projects are delivered on time to budget.

Other duties will include:

- Participating in team meetings, reporting on your work with the Auto Italia team.
- Acting as an ambassador of the space at public events and exhibitions.
- Occasional support at public events taking place during evenings and weekends.

**About you:** You have an active interest in contemporary visual arts, and are interested in gaining skills that will help the development of your own creative practice in the future. We are looking for a pragmatic individual, with strong communication and time management skills, who will enjoy participating in busy collaborative environments.

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.

We would be particularly interested in encouraging applications from BAME and LGBTQI applicants as we are aware that these groups are currently underrepresented in the cultural sector.