

## Artquest Widening Participation Programme

**Job Title:** AWP Intern: Production and Communications Assistant  
**Employer:** Auto Italia South East, 44 Bonner Road, London E2 9JS  
**Reports to:** Edward Gillman, Artistic Co-Director  
**Dates:** September 2019 – March 2020, two days per week (TBC)  
**Salary:** £10.80 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:** This internship offers the opportunity to gain production and communications experience in a commission focused visual arts organisation. You will gain an insight into the production and communications aspects of developing new artwork and exhibitions by assisting artistic teams on the public exhibition programme. During the internship you will be introduced to a range of administrative and organisational aspects of project development, and be introduced to Auto Italia's growing creative and digital communities. Your tasks will include but are not limited to:

### Production and development:

- Conducting research related to the technical production of exhibitions and artists' commissions, including finding quotes and comparisons, materials research and developing solutions for AV in consultation with artistic staff and associated artists.
- Assisting with the installation and delivery of exhibitions and public events, including occasional evenings and weekends.

### Communications and archive:

- Working with the artistic team in the presentation of the organisation's archive of projects through the website, social media and digital communications channels, including supporting an ambitious relaunch of the organisation's website.
- Supporting the artistic team to share artists' work online, engaging with digital audiences through press channels, online platforms and social media.
- Documenting press material and archiving it within the organisation's systems.

### General:

- Assisting with the day-to-day running of the office and project space by providing administrative support.
- Participating in team meetings and conversations with exhibiting artists.
- Acting as an ambassador of Auto Italia's work at public events and exhibitions.

**About you:** We are looking for a pragmatic and enthusiastic individual, with strong communication and time management skills, who will enjoy participating in busy collaborative environments. You have a deep interest in contemporary visual arts, and are looking to gain key skills that will further your creative and professional practice.