

G A S W O R K S

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

Exhibitions and Residencies Intern

Hours of work

2 (consecutive) days per week

9.30am – 5.30pm (includes 1 hour unpaid lunch break)

Salary

£10.80 per hour

Length of internship

6 months fixed term contract – October 2018 to March 2019

155 VAUXHALL STREET LONDON SE11 5RH
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Gasworks is the hub of

Triangle
Network

Registered charity no. 326411
Registered company no. 1646688



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Role Type

Admin

Location of internship

Gasworks, 155 Vauxhall Street, London, SE11 5RH

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 Exhibitions and Residencies Intern will have obtained a good working knowledge of the gallery structure and gained practical skills in gallery and exhibition management.

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 a gallery run smoothly.

Main duties of internship

The AWP Intern will support Gasworks' Curator, Programmes Manager and Head of Communications in the timely and efficient delivery and administration 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 Coordinator with exhibitions logistics, including loans, transport, insurance and condition-checking artworks
- Assist with installations and de-installations
- Support the Curator and Programmes Coordinator's research into artists, institutions and funders

Delivery of the Residencies Programme

- Support the Programmes Coordinator with the administration of open calls and applications
- Assist with email and phone enquiries about the Exhibitions programmes
- Help to organise artists' visas and travel
- Support the Programmes Coordinator to arrange and maintain accommodation for residency artists

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

General

- 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

What sort of graduate would benefit from this internship?

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.

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

Name of supervisor

Joel Furness

Supervisor's job title

Programmes Manager

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