



Artquest AWP/Iniva Internship – Digital Projects Intern

Dates: September/October 2019 – March/April 2020 (start date TBC)

Hours: 2 days/week

Pay: £10.80 p/h

Location: Iniva, 16 John Islip St, London SW1P 4JU

Introduction: Iniva mission and vision

Iniva is an evolving, radical visual arts organisation dedicated to developing an artistic programme that reflects on the social and political impact of globalisation. With the Stuart Hall Library acting as a critical and creative hub for our work, we collaborate with artists, curators, researchers and cultural producers to challenge conventional notions of diversity and difference. We aim to engage a wide audience, particularly young people, in discourse and debate on issues surrounding the politics of race, class and gender.

Through our programme we work predominantly with British-born and British-based visual artists of African and Asian descent supporting them at different stages in their careers. We offer residencies, commission new work and promote existing practices enabling artistic ambition and development. By cultivating innovative thinking, we are committed to disseminating research across a wide cultural spectrum and geographical network. Our ambition is to build a greater body of knowledge around each of the artists with whom we work to ensure the legacy of their practices for future generations of researchers and audiences.

People Directory

Iniva's Digital Archive/People Directory was created in the early 2000s by Iniva's Head of Digital, Gary Stewart, and at the time was a groundbreaking resource listing artists, curators, writers and academics working in the relevant fields. It remains a valuable resource which exists nowhere else: <http://www.iniva.org/library/digital-archive/>

Iniva is launching a new website in 2017, and want to continue updating the entries, and creating new content. Staff will support the intern with guided areas of research, use of the Stuart Hall Library and feedback on writing and presentation. The intern will have the opportunity to work with Iniva's Programme and Operations Coordinator on designing social media content and activity to drive audiences to the new entries as they are updated.

There is also the opportunity to support some of our event-led activity including our public programme and, for the right candidate, to contribute to our blog and/or curate a display of publications and materials in the Stuart Hall Library.

Roles and responsibilities:

- Research and update entries in Iniva's People Directory, adhering to and refining our house style guidelines.
- Research and write new bios for artists, curators and writers who have worked on our programme and have a connection to Iniva.
- Collating and preparing images for the People Directory and for other areas of the new website.
- Secure permissions and copyrights for images as appropriate.
- Preparing and planning social media campaigns and content relating to the People Directory and Iniva's programme.

- Supporting the relevant team members including the Assistant Librarian in collating and planning social media content for Iniva's programme.
- Assisting team members on public events.
- Assisting with various administrative tasks on occasion (e.g. monitoring the info@iniva.org address, assisting the Programme and Operations Coordinator with the management of the online shop and reception desk).
- Checking website and reporting bugs and issues to the Programme and Operations Coordinator.

Person specification:

Skills / experience

- A good command of English for editing and writing
- Wide-ranging research skills
- High levels of computer literacy
- Experience of working with images for web publishing
- Social Media skills
- Desirable: experience of using WordPress

Qualities

- An interest in Iniva's subject matter
- Ability to use own initiative and develop creative approaches
- Excellent communicator
- Organised, methodical and self-motivated

Completing this internship will develop your skills and knowledge in the following areas:

- Interpretation, editing, digital or publishing
- Research skills
- Curatorial skills
- Copywriting
- Language and critical context surrounding the politics of race, class and gender in the visual arts
- Social media planning and strategy
- Events management and planning
- Collaboration and teamwork