

## **New Contemporaries Programme and Development Intern**

### **About New Contemporaries**

New Contemporaries is the leading organisation supporting emergent art practice from the UK's established and alternative art programmes. Since 1949 it has consistently supported contemporary visual artists to successfully transition from education into professional practice, primarily by means of an annual, nationally touring exhibition.

In addition to the exposure and recognition that being selected for our exhibition brings, we also provide artists with valuable professional development opportunities such as mentoring, studio bursaries, residencies, commissioning and programming opportunities with our partners. No other open submission or graduate survey provides this level of commitment to making emerging talent sustainable in the long-term.

The internship will join a small team and play a vital role to helping us to deliver a broad spectrum of talent development opportunities for artists.

**Working days:** 2 days per week Monday & Thursday.

**Hours of work:** 9.30am to 5.30pm.

**Salary:** £10.50p/h

**Length of internship:** October 2018 – March 2019

**Role Type:** Admin

**Location:** New Contemporaries, 1st Floor Rich Mix, 35-47 Bethnal Green Road, London E1 6LA

### **Roles and responsibilities:**

- Preparing, collating and announcing our alumni's activity on New Contemporaries social media platforms;
- Collating and preparing artwork images for use on New Contemporaries website and archive;
- Assisting the Programme Manager and Programme Assistant with general exhibition administration including: preparing condition report files; liaising with exhibiting artists regarding travel and accommodation; gathering relevant paperwork; and preparing exhibition label information;
- Supporting the Development Manager with exhibition opening, VIP and other events including: collating lists of attendees; assisting with the opening in London; helping with sales enquiries; and assisting at other exhibition related events;
- Assisting with the distribution of exhibition catalogues for VIPs, supporters, libraries, selectors and artists and managing this process;
- Researching and collating contacts and prospects to support the organisation;
- Updating database contacts;
- Attending meetings;
- Other administrative duties as reasonably required.

**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:**

## Skills/Experience

- Administrative and organisational skills
- Written and verbal communication skills
- Ability to work to deadlines
- High level of computer literacy
- Good social media skills

## Qualities

- Ability to work in a small team
- Ambitious and target driven
- Excellent communicator
- Organised and self-motivated
- Excellent time management

**Learning Opportunities:**

- Development of social media skills and processes relevant for arts organisations;
- Exhibition administration, including appropriate liaising with artists, preparation of exhibition material, and requirements for installation and de-installation;
- An understanding of the role of Development within arts organisations;

**Line Manager:**

Rosa Harvest, Development Manager