

THE SHOW ROOM

63 Penfold St, London NW8 8PQ
T/F 020 7724 4300
www.theshowroom.org

Project description for Artquest Widening Participation Internship 2018/19

Role: Archive and Communications Intern

Hours of work: Two days per week (10am–6pm, preferably Tuesday and Thursday)

Salary: £10.50 per hour

Term: 6 months, from October 2018 to March 2019

Location: The Showroom, London NW8 (Edgware Road)

Supervisors: Natasha Tebbs (Gallery Manager) and Lily Hall (Programme Coordinator)

Eligibility: 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.

Introduction

[The Showroom](#) is a non-profit contemporary art organisation in central London with a mission to commission and produce art and discourse; providing an engaging, collaborative programme that challenges what art can be and do, for the general public, art professionals and our local community.

The emphasis of the exhibition programme is on commissioning new work by artists who have not had significant exposure in London before, giving them space and time to take risks and develop ambitious new works, often producing their first major solo show. The commissions usually involve experimental approaches and open processes of production that enable the close engagement of diverse publics. Artists commissioned by The Showroom at significant points in their career include Uriel Orlow, Ciara Phillips, Lawrence Abu Hamdan, Ricardo Basbaum, The Otolith Group, Marc Chaimowicz, Eva Rothschild and Simon Starling.

The Showroom works closely with the local community through a part of the programme called Communal Knowledge, which has been running since 2010 and involves artists working collaboratively with local residents and community groups, often through workshops.

The Showroom is an Arts Council England National Portfolio Organisation, and also receives funding from trusts and foundations and members of The Showroom's Supporters Scheme.

Summary

[The Showroom](#) is a non-profit contemporary art space focused on collaborative and experimental approaches to cultural production within its locality and beyond. This is a chance for a graduate to become part of a small, friendly team for six months and gain experience in two aspects of project work: archiving and communications, while learning about and contributing to the day-to-day running of a visual arts organisation.

The Archive and Communications Intern will be introduced to archive systems in place at The Showroom and under guidance take responsibility for compiling digital and hard copy files and for organising the presentation of selected archive material on The Showroom's website. Through this process, the intern will be using and developing research, organisational, copywriting and IT skills, while accruing detailed knowledge of past Showroom projects.

In providing support for communications at The Showroom, the Intern will gain solid experience in coordinating and publishing content on The Showroom's social media platforms, ensure that online and printed listings are up to date, and assist with the production and delivery of other communications material.

As part of the role, the Intern can take up an offer to learn about and be involved in an area of work of particular interest (see below) and meet on an individual basis with all members of the team in order to hear and ask questions about different roles in arts organisations and career development in the arts.

Through archive, communications and other ad-hoc duties, the Intern will provide The Showroom's team with crucial assistance in the appropriate management of projects and events and how they are communicated to the public, as well as supporting the organisation across all of its activities.

Main duties

Archive

To support project leaders with the digital and hard copy archiving of past Showroom projects and events, including:

- Receiving briefing on archive systems in place at The Showroom
- Setting up and populating digital archive files on The Showroom's server
- Compiling hard copy archive files
- Editing audio files and uploading media files to The Showroom's website and Mixcloud (audio only) and writing accompanying copy
- Managing the digital and physical storage of media content
- Preparing printed materials e.g. booklets, maps, flyers, etc, for inclusion in the digital archive and on The Showroom's website.

Communications

- Coordinating and publishing The Showroom's social media content
- Updating online and printed listings information for projects
- Updating the mailing list on Mail Chimp
- Helping with the production and distribution of marketing material for projects e.g. handouts, posters, e-bulletins, etc.

Other

- The option to assist with a specific area of The Showroom's work of special interest to the Intern, for example: Development, Participation, Programme, Finance, Organisational Management
- To undertake any other general duties as may be reasonably required by members of The Showroom's team, e.g. assisting with packing of limited editions, helping with financial administration, coordinating rotas, event set-up, etc.

Person Specification

It is essential that you have:

- Proven good administrative, organisational and computer skills (especially Microsoft Word and Excel for Macs)
- An interest in the aims and activities of The Showroom and current art practices
- An enthusiasm for archives
- Good oral and written communication skills
- The ability to work well as part of both a hard-working team and independently

- Previous marketing experience and good knowledge of social media platforms, e-communications and updating websites
- Strong self-initiative and the ability to learn quickly as well as adopt and develop established working practices and procedures
- Excellent attention to detail
- A commitment to equality of opportunity and diversity, as The Showroom expects its staff to uphold its Equal Opportunities and Diversity Policies and Action Plans.

It is desirable that you have:

- Experience of working in the arts
- Previous event/project or administrative experience
- Awareness of archiving principles and practice
- Basic to intermediate graphic design computer literacy in Photoshop, Illustrator and InDesign
- Knowledge of simple audio editing using Audacity.