

AWP Internship, Tate Schools and Teachers team

Learning Intern to work across the Schools and Teachers and Young People's Teams at Tate

Internship period: 4 days per week over 6 months October 2018 – March 2019

Pay: £10.50 per hour

Line managers: Leanne Turvey (Convenor Schools & Teachers) and Laura Turner (Curator, Young People's Programmes)

Tate Britain and Tate Modern galleries:

The aim of Tate is to increase public awareness, understanding and enjoyment of British art from the 16th century to the present day, and of international modern and contemporary art. You can find further information about Tate on our website: www.tate.org.uk

The role:

The intern will have the opportunity to work within the Tate Schools and Teachers and Young People's team as part of the Learning department at Tate Britain and Tate Modern. The intern will support the logistical and programmatic development of a national Schools and Teachers and Young Peoples programmes, reaching a diverse audience. They will be involved in collaborative projects with Schools and Teachers and the Young People's Programmes team supporting the development these.

We want to offer a work-based learning opportunity to support career development and to open up opportunities for working in the arts sector.

The intern will:

- Gain practical experience in both logistically and programmatically supporting, planning and delivering an artist-led gallery education programme, in particular with Young people's programme and Schools and Teachers.
- Gain experience of working across two large and diverse teams.
- Develop their skills in administration as they attend and minute team and departmental meetings and answer internal and external enquiries about the programme.
- Gain confidence in communicating internally and externally about Tate, and the Schools and Teachers and Young People's programme and their own ideas.
- Have an opportunity to spend time with art, artists and our audience in a gallery setting.
- Gain substantial experience of entry level positions in the Learning department at Tate.

Main duties of internship:

- Work with the Assistant Curators and Curators to plan, coordinate and support the Young People's programme and Schools and Teachers programme.
- Support artists and key stake holders to lead workshops, sessions and events for young people including organising materials and logistics.
- Be involved in the administration and social media marketing for the Schools and Teachers and Young People's programmes including nominations, guest and distribution lists.
- Attend and take minutes for Schools and Teachers team and Young People's programmes.
- To compile and organise evaluative data from participants for use by the team.
- Contribute to and support the development of the Schools and Teachers Programme including the new series of Learning resources, A is For... and our magazine for teachers Play Ground.
- Work with Schools Booking team to respond to enquiries from teachers and book teacher course and events and schools visits.

Required skills and experience:

The ideal candidate will be:

- A graduate with an interest in working within Museum and Gallery Learning and administration/management.
- A good working knowledge of all Microsoft Office applications including Excel, Outlook and Word.
- Good communication skills including listening skills and ability to take accurate minutes.

Desirable:

- Social media and marketing experience

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.

Tate's aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve.

We would be particularly interested in encouraging applications from black, Asian, and ethnic minority applicants as we are aware that these groups are currently underrepresented in the cultural sector.