

THE SHOW ROOM

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Project description for Artquest Widening Participation Internship 2019/20

Role: Projects and Communications Intern

Hours of work: Two days per week (10am–6pm, to preferably include a Monday)

Salary: £10.80 per hour

Length of internship: 6 months, from October 2019 to March 2020

Location: The Showroom, London NW8 (Edgware Road)

Supervisor: Natasha Smith Tebbs (Head of Gallery Operations)

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

For over thirty-five years [The Showroom](#), like no other institution in London, has been committed to serving as a platform for emerging practices and ideas where collaboration, criticality and learning are integral to the production of unconventional art and discourse.

Our groundbreaking approach fosters experimental art practice, reflects upon everyday life through engagement with the local community and advocates for international transdisciplinary forms of art and education.

Many of the artists we work with go on to achieve international critical acclaim, with nominations for prestigious awards such as the Turner Prize, inclusion in major international exhibitions such as Venice and Sharjah biennials, and with their work entering numerous public and private collections.

Artists working with The Showroom in the past include: Lawrence Abu Hamdan, Ricardo Basbaum, Marc Camille Chaimowicz, Beatrice Gibson, Subodh Gupta, Sarah Lucas, Oscar Murillo, Christian Nyampeta, Ciara Phillips, Eva Rothschild, Wendelien van Oldenborgh, Uriel Orlow, The Otolith Group and Emma Wolukau-Wanambwa.

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 many aspects of project and communications work, while learning about and contributing to the day-to-day running of a visual arts organisation.

The Projects and Communications Intern will be introduced to how projects (both exhibitions and events) are managed at The Showroom and work alongside project leaders and other members of The Showroom team to support their delivery. Through this, the intern will be using and developing research, organisational, production, artist liaison, hosting, writing and IT skills, while accruing knowledge of The Showroom's programme.

In providing support for communications at The Showroom, the Intern will gain solid experience in supporting the coordination and publishing of social media content and maintaining online and printed listings. They will also learn about producing and archiving printed material, and editing and publishing audio documentation.

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 projects, 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

Projects

To support The Showroom team as required with the production of exhibitions and events, including:

- Researching (suppliers, equipment, travel, accommodation, etc)
- Assisting with project planning, preparation and general administration (note taking, helping draw up schedules, etc)
- Booking travel and accommodation
- Set-up of equipment, furniture, etc
- Assisting with organisation of hospitality
- Organising audio recordings of events
- Running and other installation/event support duties
- Liaison with artists and visitors

Communications

- Assisting with the coordination and publishing of 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 of signage and marketing material for projects e.g. handouts, posters, e-bulletins, etc, and where necessary with its distribution
- Editing audio files and uploading media files to The Showroom's website and Mixcloud (audio only) and writing accompanying copy
- Preparing printed materials e.g. booklets, maps, flyers, etc, for inclusion in the digital archive and on The Showroom's website
- Managing the digital and physical storage of media content

Other

- The option to assist with a specific area of The Showroom's work of special interest to the Intern, for example: Development, Participation, Finance, Fundraising, Organisational Management
- To undertake any other general duties as may be reasonably required by members of The Showroom's team, e.g. taking notes at team meetings, researching funding opportunities, assisting with packing of limited editions, helping with financial administration, coordinating rotas, meeting 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
- 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 Policy and related Action Plans

It is desirable that you have:

- Experience of working in the arts
- Previous projects or administrative experience
- Intermediate graphic design computer skills in Photoshop, Illustrator and InDesign
- Knowledge of simple audio editing using Audacity