

# Picture This

## Exhibition Internships at Picture This

We are currently seeking motivated interns for two eight-week placements. You will be responsible for the smooth running of the new project space, Video Shop, as well supporting the exhibition and events programme.

Picture This is an artists' film and video commissioning agency and service provider. It commissions, produces and presents work across two platforms: its innovative Studio and its new project space, Video Shop.

Video Shop hosts a regular programme of exhibitions, with films and videos presented on a monitor. The 2012 exhibition programme in the Studio will feature new commissions, screening programmes, talks and symposia. In April, Video Shop will host a presentation of films by the late British filmmaker, Marc Karlin, alongside a programme of screenings and symposia at the Arnolfini and Watershed in Bristol. During spring and summer two new films by Jimmy Robert and Cara Tolmie will be produced and presented in Picture This' Studio Space.

The positions are aimed at those people who have previously volunteered at arts organisations and want to gain more experience of working in the arts. You will be responsible for the day-to-day overseeing of exhibitions in the Studio and Video Shop including managing the volunteer rota. In the period between exhibitions they will carry out administrative duties and have opportunities to work in specific areas such as marketing and website maintenance.

We expect interns to be committed, flexible, engaged and able to work effectively as part of a small team as well as on their own initiative.

### Requirements

- A strong desire to pursue a career in the arts
- An interest and knowledge of current film and video practice and Picture This' programme
- Able to commit to the days and time period of the internship
- Able to work as part of a team
- Excellent communication skills
- Good organisation and time management skills
- Flexibility, initiative and enthusiasm
- Strong IT/administrative skills

### Responsibilities

- Open and close exhibitions and put out external signage
- Process Video Shop sales and donations
- Provide information to the public about exhibitions
- Respond to face to face, email and telephone enquiries from the public

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- Gather feedback from exhibition visitors
- Manage the volunteers rota
- Manage the office email account
- Maintain and update the website and mailing list
- Assist in marketing, audience development, delivering events and education activity
- Work with staff on cataloguing the Picture This archive
- Any other reasonable duties as defined by Picture This staff

## Dates

Internship 1: 5 April - 27 May 2012

Internship 2: 24 May - 15 July 2012

## Hours

Each internship is for 20 hours a week, for 8 weeks. Interns are expected to be available to work when Video Shop is open: Thursday - Sunday 1-6pm.

There will also be occasional evening events when you will be required to work.

## Payment

A fee of £1,050 for 8 weeks internship will be paid in two instalments of £525.

## Application process

Deadline: 10am Monday 19 March 2012

Please send a completed application form clearly stating which internship you are interested in. Applications are accepted by email or post.

Please return applications to:

Jane Porter, Picture This, 40 Sydney Row, Bristol, BS1 6UU  
jane.porter@picture-this.org.uk

Interviews will be held on Monday 26 March.

Picture This is a small organisation. Regretfully we are unable to offer feedback to applicants not selected for interview.

Please email [jane.porter@picture-this.org.uk](mailto:jane.porter@picture-this.org.uk) with any enquiries