

Picture This

Exhibition and Marketing Internship at Picture This January - March 2010

Thank you for your interest in work experience at Picture This. Picture This is a small, busy arts organisation based at Spike Island in Bristol and interns provide a vital role in the support of our programme of activities.

Picture This is currently seeking a motivated intern to work on a three month placement on its Atelier exhibition programme. The Atelier is a flexible space that was launched in summer 2007, geared towards moving image production, services, residencies, education, events and a public exhibition programme.

Picture This can offer interns experience in a professional arts context specialising in the production and exhibition of moving image projects. It is important to us that internships are valuable for those that undertake them. We expect you to be able to commit to a minimum of three months at three days a week. 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.

Background

Picture This produces visual arts projects drawing on its unique understanding of moving image technology and contemporary culture. The organisation has a commitment to working with contemporary artists to produce ambitious new works and has developed projects with internationally renowned artists including Marcus Coates, Rosalind Nashashibi and Emily Wardill.

The organisation has built up an excellent track record for the quality of its touring exhibitions which have been exhibited at galleries such as Baltic, Gateshead, Newlyn Art Gallery, Cornwall and Chisenhale, London as well as collaborating with institutions such as the National Trust to locate works in unusual sites. Our aim is to provide new opportunities for artists, arts organisations, audiences and participants to engage with ideas and creativity. Picture This' work is delivered by a small team of six dedicated staff and is supported by Arts Council South West and Bristol City Council.

The Internship

The internship is appropriate for people who have previously volunteered at arts organisations and want to develop their professional practice in the arts further. Interns will be responsible for the day-to-day overseeing of exhibitions for the six weeks they are open to the public. In the period between exhibitions they will carry out administrative duties and have opportunities to work in specific areas such as marketing, website maintenance and cataloguing. Please note this is not a technical or production internship.

What interns can expect from Picture This

- Experience of working in the visual arts and film sector
- Opportunities to work in self directed areas of professional development.
- Practical experience of working with artists and arts professionals
- Opportunities to attend meetings and events
- Access to production and post production equipment if appropriate

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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 co-operatively as part of a team
- Excellent communication skills
- Good organisation and time management skills
- Flexibility and initiative
- Commitment and enthusiasm
- Experience in a customer care role
- Strong IT/administrative skills

Responsibilities

- Open and close exhibitions and put out external signage
- Provide information to the public about exhibitions
- Respond to face to face, email and telephone enquiries from the public
- Gather feedback from exhibition visitors
- Manage the volunteers rota
- Manage the office email account
- Maintaining 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

6 January - 3 April 2010

Hours

Picture This exhibitions are open from Thursday to Saturday from 12 - 5.30pm. Office hours are 9.30 - 5.30pm, Monday to Friday. While exhibitions are open, Interns will be expected to work Thursday to Saturday 12 - 5.30pm, plus Thursday morning 9.30 - 12 in the office. There may be evening events that the Intern will be required to work at. Between exhibitions, Interns will be expected to work at least 3 flexible days per week.

Payment

A £1200 stipend is offered payable by invoice in 3 instalments of £400.

Application

Email applications are not accepted. Please post or deliver to the address below marked 'INTERNSHIP APPLICATION.' Applications must arrive BEFORE the deadline, so please ensure adequate time is given for postage. The application form can be downloaded from <http://picture-this.org.uk/newsopportunities>

We are a small organisation and due to the expected volume of applications we regret we are unable to get back to unshortlisted applicants.

Schedule

Application deadline: 5pm Friday 11 December 2009
Interviews: Wednesday 16 December 2009
Start date: Wednesday 6 January 2010