
GROUNDWORK

GROUNDWORK | A SEASON OF INTERNATIONAL ART IN CORNWALL

Exhibitions and Events Internship

Applications close: Monday 5 March 2018

Location: Helston, Cornwall

Start date: 1 May 2018

Duration of position: 12 weeks: May, June, July 2018

Type: part-time: 24 hours per week

Pay: £8.05 per hour

Contact:

CAST, 3 Penrose Road, Helston TR11 8TP

phone: 01326 565632

email: info@c-a-s-t.org.uk

Description

The Cornubian Arts and Science Trust (CAST) is seeking an energetic and adaptable intern to work with the Groundwork team to deliver an ambitious season of contemporary art exhibitions and events in Cornwall this summer.

With an emphasis on moving image, sound and performance, Groundwork will present new commissions and acclaimed works by internationally celebrated artists. Exhibitions and events will take place in non-gallery spaces and in locations across West Cornwall and Clay Country from May to September. Groundwork is organised by CAST in Helston - CAST will serve as a hub for the programme and houses the Groundwork office.

The Groundwork team is recruiting a paid intern to support the public presentation of exhibitions and events in May, June and July. The role will involve working with members of the public, artists, curators, writers, technicians and site managers at a number of locations. The successful applicant will have a strong interest in contemporary art and ideas, and event management. The intern will be managed by

Josie Cockram, Project Coordinator and Teresa Gleadowe, Project Director.

The project is organised in partnership with Tate St Ives, Newlyn Art Gallery & The Exchange (Penzance) and Kestle Barton Trust, with financial support from Arts Council England's Ambition for Excellence scheme. Ambition for Excellence aims to grow and develop talent and leadership in the regions and across art forms, support the production of new work of the highest quality and give an international dimension to excellent work.

Job description and key responsibilities

The Exhibitions and Events intern will support the organisation and delivery of the public programme. The post will involve a wide range of tasks:

- Welcoming the public at exhibitions and events, clearly communicating information about the programme
- Looking after artists and guests at special events
- Assisting artists and technicians while installing exhibitions
- Preparing and collating evaluation material at exhibitions and events
- Preparing event checklists
- Liaising with event venues and setting up for events
- Preparing and installing event signage
- Providing transport for equipment to and from off-site locations
- Providing occasional transport support for artists and volunteers
- Assisting with invigilation of exhibitions and stewarding on and off-site where required. Some events will take place in the evening and at weekends
- Other organisational tasks as required for the project and commensurate with the role

Person specification

The Exhibitions and Events intern will be based at CAST but work across sites in collaboration with Groundwork staff and volunteers, and those of partnership organisations.

We are looking for an individual aged 20 years or over with the following experience and qualities:

- An interest in contemporary art and ideas
- A consistent and methodical approach
- Ability to listen, to take notes and to work independently
- Organisational skills and experience

- An understanding of confidentiality and data protection
- Ability to work well with colleagues and managers
- An understanding of equal opportunities and a considerate approach to the working environment
- Excellent time-keeping and organisational skills
- Experience of working with the public and an understanding of good customer service
- The ability to keep clear and accurate records
- Willingness to work flexibly where required
- A confident, friendly approach to communication, working with a range of people and organisations
- The ability to stay calm under pressure

Salary : £8.05 per hour (National Living Wage) for 24 hrs per week for 12 weeks. Interns will be paid monthly, on a self-employed basis, submitting an invoice to CAST for payment.

Helston does not have a railway station and the job will involve travel around the county; a driving licence and access to a vehicle is essential. Mileage and expenses for additional travel from Helston, as part of the role, will be paid at a rate of 40p per mile.

How to apply

In not more than one page A4 please set out why you would be interested to work on the Groundwork project and why you feel you are suitable for the role of Exhibitions and Events intern, addressing the job description and person specification set out above.

Download the Equal Opportunities Form and include this in your application, along with a CV detailing your educational qualifications and experience. You should also provide names and contact details of two referees (please specify if you do not wish us to contact referees without first contacting you). Applications should be submitted by email.

Send your application to:

info@c-a-s-t.org.uk

Subject: Groundwork internship: Exhibitions and Events

The closing date for applications is 12 noon on Monday 5 March 2018.

Shortlisted candidates will be contacted by phone or email by Friday 9 March and will be invited to interview on Wednesday 14 March in Helston, Cornwall.

We welcome applications from all members of our communities and operate under the principles of Equal Opportunity, insisting on and promoting equality of opportunity and access to all, regardless of age, race, colour, ethnic or national origins, gender, marital status, sexual orientation, disability, income, education, religious beliefs or cultural heritage.

If you require this job description in another format, please let us know.

Groundwork internships are supported by a grant from the Cultivator Internship Programme, supported by the European Social Fund, Arts Council England and Cornwall Council.

CAST



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



CREATIVE
KERNOW

