
GROUNDWORK

GROUNDWORK | A SEASON OF INTERNATIONAL ART IN CORNWALL

Project Production Internship

Applications close: Monday 5 March 2018

Location: Helston, Cornwall

Start date: 3 April 2018

Duration of position: 12 weeks: April, May, June 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 international 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 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 production, marketing and event organisation in April, May and June. The role will involve working closely with the core Groundwork team, and with artists, curators, writers and press. The successful applicant will have a strong interest in contemporary art and ideas, and event management. The intern will be managed by Elsa Collinson, 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

Working primarily in the Groundwork office at CAST, the Project Production intern will support the organisation and delivery of the public programme. The post will involve a wide range of tasks:

- Updating mailing lists, email accounts and calendars and responding to enquiries
- Arranging accommodation, taxis and travel for visiting artists and guests
- Welcoming and looking after visiting artists, curators, press and public
- Managing guest lists and ticketing systems
- Liaising with Groundwork volunteers and managing the collation and filing of evaluation and feedback
- Filing visual documentation and image files
- Assisting with digital marketing and social media
- Supporting exhibitions and public events, some of which 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 Project Production intern will be based at CAST but may also work off-site in collaboration with Groundwork staff and volunteers, and those of partnership organisations.

We are looking for an individual aged 20 or older 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 either Microsoft Office applications, including Word and Excel, or equivalent Google Drive applications
- The ability to produce clear and accurate written communications
- Energetic and self-motivated with a commitment to and enthusiasm for the project
- 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 but has a regular bus service from nearby towns; a driving licence and access to a vehicle is desirable but not 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 Project Production 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: Project Production

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



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