



## **Internship: Programme and Digital**

**21 hours per week**

**12 month fixed term contract**

**£9 per hour** (Voluntary Living Wage)

**Location:** The Garage, Northlight, Brierfield, Pendle, East Lancashire

**Hours of work:** Flexible

**Application deadline:** Monday 1<sup>st</sup> April 2019

**Interviews:** Thursday 11<sup>th</sup> April 2019

In-Situ are seeking an intern to work alongside the team to support programme and marketing activity by providing project administration, events support, producing digital content, promotional material and managing our catalogue of images and documentation.

This is a great opportunity for a recent graduate or equivalent who wants to forge a career in the arts, particularly around digital engagement. You will receive input and relevant training around social arts practice, programme management and marketing and communications.

In-Situ is embedded in Pendle, which benefits from a multi cultural community and we encourage applications from people based in the region and applications from diverse backgrounds.

### **How To Apply**

Please apply by sending:

- A letter of application (max 2 pages), outlining:
  - Why you are interested in the internship;
  - Skills, interests, knowledge and personal attributes you will bring to In-Situ;
  - Links to any examples of your work;
- Full CV;
- Name and contact details of 2 referees.

Applications to be sent to [Paul@in-situ.org.uk](mailto:Paul@in-situ.org.uk)

To arrive no later than **Monday 1<sup>st</sup> April 2019 5 PM**

## **About In-Situ**

In-Situ is an artist led organisation embedding art into everyday life in Pendle.

In-Situ's Vision is:

- For art to be part of everyday life
- For our art to challenge current thinking about environment, people, place and culture
- For our art to be an art of action
- For our art to contribute to society as a whole

In-Situ create the infrastructure and conditions for art, artists, and culture to be a valued and relevant aspect to the everyday life of Pendle's people and places.

The term 'embedded practice' describes the work In-Situ does as an organisation, enables and advocates. Working closely and responsively with local communities, partner organisations, artists, stakeholders, and experts from other disciplines In-Situ produces art that addresses local issues with the aim to make a positive difference to people's lives and the environment.

In-Situ's business plan has three main programme themes:

- Environment (projects that work with diverse rural and urban places of Pendle)
- Intercultural (projects that work with the diverse people and communities of Pendle)
- Education & Sustainability (projects that explore learning and knowledge in and from Pendle)

In-Situ enables the exploration of these themes through creative and critical approaches that transverse art and social practice. Collaboration, co-production, interdisciplinary working and shared learning underpin the creative activity that In-Situ nurtures and allows to flourish.

In-Situ embraces the slow, attentive and exploratory nature of this embedded practice: taking responsibility to build, grow and sustain conditions that enable fresh perspectives and collective action that positively transforms people's lives.

In 2017, In-Situ was awarded Arts Council of England (ACE) NPO status, securing four years of core funding (2018-2022). In addition, ACE also awarded In-Situ a capital grant to relocate into their own premise: The Garage, Northlight Mill, Brierfield. [www.in-situ.org.uk](http://www.in-situ.org.uk)

## **Internship**

In-Situ is seeking a highly motivated and forward-thinking person who is interested in collaborative art approaches and social arts practice, to join our team. This is an amazing opportunity for the right candidate to spend 12 months developing their skills in programme coordination and digital content within a non-hierarchical, socially engaged arts organisation.

The selected intern will be given support through an agreed mentoring programme with In-Situ's core team: Paul Hartley (Organisation and Engagement) Anna Taylor (Marketing and Communications) and Programme Coordinator (tbc) and associate artists.

## **Key Tasks**

You will be working alongside the team to support programme and marketing activity by providing project administration, events support, producing digital content, promotional material and managing our catalogue of images and documentation.

Key tasks include:

- Generate and produce content for a new podcast series working with Marketing and Communications;
- Organise and manage our catalogue of photographs and project documentation;
- Administrative support to Programme Coordinator and Marketing and Communications, such as mailing lists, image editing, bookings, emails and collating press;
- Overseeing bookings for room hires and liaising with relevant team members around booking requirements and invoicing
- Collate audience data;
- Distribute promotional materials for events, for example, delivering flyers and putting up posters;
- Posting content on In-Situ social media: Instagram Stories, Twitter, Facebook and Snapchat;
- Attend and support events with occasional evening and weekend working;
- General housekeeping including welcoming visitors and setting up for events and hires.

As part of the In-Situ team you will:

- Work alongside visiting artists as part of the In-Situ in-residence programme and support them if and when necessary;
- Contribute to team development by sharing relevant knowledge and skills;
- Collaborate, where necessary, with In-Situ volunteers and partners;
- Work respectfully with all members of the team and contribute to a positive and supportive working environment;
- Interact positively with participants, volunteers and any other agencies involved with In-Situ;
- Being familiar with all on-going projects and projects in development;

- Supporting with general office admin duties and enquiries;
- It is expected that you will show a presence in the locale: attending local meetings and events, and participating activities, for example galas and fundraisers;
- Attending and contributing to team meetings;
- Carry out other duties as reasonably requested;
- Abide by In-Situ's code of ethics - <http://www.in-situ.org.uk/ethics/>

Each week you will:

- Give updates of your progress at team meetings;
- Keep a diary of work to evidence progress of tasks;
- Keep accurate timesheets of hours of work.

### **Skills, Knowledge & Experience**

We are looking for a new team member who:

- can demonstrate a high level of personal motivation;
- has a knowledge of contemporary art and / or socially engaged practice;
- Has great communication skills: written and conversational;
- Enjoys working in collaboration and as part of a team;
- Is friendly and outgoing;
- Has strong planning and organisational skills;
- Candidates must have a good understanding of IT, including the use of social media and online platforms;
- Candidates must possess the ability to engage with people of different ages and backgrounds;
- Is a positive and respectful;
- Is able to work out of office hours when occasionally required.

## Personal Specification

Requirements	Essential (E) or Desirable (D)
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• A BA or equivalent in a creative subject And/or digital, media or communications</li> <li>• Able to demonstrate a commitment to and understanding of current arts practice, and/or socially engaged practice</li> </ul>	E Or E
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Working as part of a team</li> <li>• Ability to work on own initiative with little supervision</li> <li>• Working with diverse audiences / public</li> <li>• Creating digital content</li> <li>• Working in an arts organisation</li> <li>• Producing videos and podcasts</li> <li>• Image editing</li> <li>• Project administration</li> <li>• Using online team tools in the workplace (iCal, Slack, Trello, etc)</li> </ul>	E E E E D D D D D
<b>Knowledge &amp; Skills</b>	
<ul style="list-style-type: none"> <li>• Knowledge of art and/or socially engaged practice</li> <li>• Ability to communicate effectively, verbally and in writing</li> <li>• Excellent time management, organisational and presentation skills</li> <li>• Project coordination skills</li> <li>• Ability to work well with others and show a positive attitude in the work place</li> <li>• IT – MS Office, Mac</li> <li>• Social media and digital platforms</li> <li>• Image editing and basic design skills (Photoshop / Adobe suite)</li> <li>• Sound / video production</li> <li>• Podcasts / content development</li> </ul>	E E E E E E E D D D
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>• Friendly and outgoing</li> <li>• Willingness to learn</li> <li>• Ability to problem solve</li> <li>• Cooperative</li> <li>• Versatile</li> <li>• Commitment to developing a career in the arts or strategic marketing for the arts</li> </ul>	E E E E E D