

WORKPLACE

Opportunity:	Internship
Location:	Workplace, 40 Margaret Street, London, W1G 0JH
Hours:	Wednesday to Friday, 12pm – 6pm
Rate:	£10.75 per hour
Duration:	3 months
Deadline:	10am Friday 30th October
Interviews:	Thursday 5th November

Workplace was founded in 2003 in Gateshead, initially developing out of the artist-led scene in the region. In October 2020, the gallery opened his second space at 40 Margaret Street, a beautiful 19th Century red brick building in the heart of London's historic West End and just a stone's throw away from the Mayfair gallery district. The gallery now represents established and emerging artists from the North of England and abroad.

Workplace is offering a 3 month internship to a recent graduate with a passion for contemporary art and an interest in social media and marketing. The role will involve helping with the day to day running of the Gallery as well as working closely with the Press Coordinator to support the management of our social media channels. The ideal candidate will have good knowledge of software such as Photoshop, Mailchimp and Hootsuite.

Tasks may include:

- Welcoming visitors during normal opening hours and being the first point of contact for enquiries about the Gallery and the exhibition program.
- Provide administrative support to ensure smooth day-to-day running of the Gallery as needed.
- Respond to general emails and telephone enquiries.
- Collate and prepare press clippings for the archive.
- Maintain and update relevant website page, including artists' CV, press and current exhibitions.
- Upload works on third party site as instructed.
- Manage the Gallery's social media account by creating post and copies and scheduling via Hootsuite
- Assist with maintaining the artwork and contact database updated at all time
- Support with preparing mail out in Mailchimp and assist with marketing in general
- Prepare checklist for exhibitions and ensure that the front desk is always stocked up with press release and checklists.

- Manage the booking system for events and gallery visits deepening on Covid-19 regulation.
- Update the Gallery calendar with internal event, artists' external exhibitions and other galleries and museum openings.

Person specification:

- A passion for, or desire to, work in contemporary art
- Some knowledge of the contemporary arts sector
- Excellent communication skills both spoken and written
- Customer facing experience is desirable
- Ability to prioritise, and plan workload effectively
- Interest in Workplace's exhibition program and artists
- Ability to work independently and as part of a small team
- IT literate with good working knowledge of Google Suite, Dropbox Photoshop, Mailchimp, Hootsuite.

We have an inclusive approach and are committed to creating a diverse workplace. We particularly encourage applications from people from BAME backgrounds, who are currently under-represented in our workforce and the visual arts sector as a whole. This position is aimed at those who will benefit most from the training and who might not have had opportunities to develop careers within contemporary art.

Applications:

To apply, please email your CV along with a Cover letter stating why you would be a good fit for the post to: info@workplace.art with subject line: **Internship - London**