

DELFINA FOUNDATION

Job title: Programme Assistant (paid internship)

Location: Delfina Foundation, 29/31 Catherine Place, London SW1E 6DY

Role: To support internal and public programmes and the communication of Delfina Foundation's activities throughout our autumn residency season (September to December 2018).

This will include working with the team on the installation and presentation of the autumn exhibition and on the organisation and hosting of events as well as assisting residents with project research and on communications and the documentation of projects.

The selected candidate will gain experience in working with emerging international artists, contributing to the day-to-day running of a small arts organization in a fast-paced work environment.

Contract: Thirteen weeks from mid September, 24 hours per week, £10.20 per hour (London living wage)

Reports to: Head of Operations

Key Tasks & Responsibilities

- Providing production support on public and internal events, including but not limited to, sourcing equipment and materials, co-ordination, assisting with set-up and visitor management
- Assisting on the installation of exhibitions
- Liaising with resident artists, including assisting with project research
- Supporting curatorial research for future programming
- Collating information for Delfina Foundation website and social media channels
- Assisting with production, and archiving, of photography, moving image and other programme documentation
- Attending Delfina Foundation events
- Any other reasonable responsibilities, as required

Person Specification

We're looking for someone with excellent organisational and communication skills, who is methodical, enjoys team work, and who has a creative spark and a strong interest in the contemporary visual arts. The internship might suit someone starting a career as a producer or curator looking for an intensive three-month opportunity.

Required skills and experience

- Up to 2 years voluntary or professional work experience in a relevant capacity

- Demonstrable interest in contemporary art, acquired through working or volunteering in a visual arts organisation, but potentially also from a relevant arts degree
- Adept social media user, including knowledge of Facebook, Twitter and Instagram

Desirable skills

- Experience of artistic research and production
- Familiarity with Adobe software

Essential competencies

- Thorough and detailed
- Excellent writing and presentation skills
- Good people skills
- Able to work well in a small team
- Highly motivated
- Empathy with Delfina Foundation's mission and values
- Professional approach, with high degree of accuracy

SPECIAL CONDITIONS OF THE POST:

Flexibility with work hours, including out-of-office-hours activity (such as evening and weekend programmes / projects, etc.)

HOW TO APPLY:

Please send a CV and a personal statement (500 words max) in one document in PDF format to info@delfinafoundation.com with '**Programme Assistant**' as the subject line. In the body of your email, please do not include any text of significance as the emails will not be reviewed by the panel, only the PDF document.

DEADLINE: Monday 27 August 2018

INTERVIEWS: Thursday 6 September 2018

PREFERRED START DATE: Monday 17 September 2018

Access: Delfina Foundation will make every reasonable adjustment to the office or to working arrangements so as to accommodate the needs of people with disabilities. Please discuss your access needs with us at any stage in the application process.

Equal Opportunities: Delfina Foundation is an equal opportunities employer actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities.