



- Position:** Programme and Communications Internship
- Hours:** 30 hours per week over 4 days including some evenings and weekends
- Role benefits:** Stipend of £150 per week  
Free studio and workshop access 1 day per week for personal practice (equivalent of £36 per day for 9 days)  
Shared, simple self-catering accommodation for the duration of the placement (equivalent to £30 per night for 63 nights)
- Contract:** Fixed term, 9 weeks  
Monday 13 April — Monday 15 June 2020
- Reporting to:** Programme and Communications Manager
- Deadline:** Friday 13 March 2020, 12pm GMT
- Date for Interview:** Tuesday 17 March 2020  
We will aim to respond to all applicants by Friday 20 March 2020

### **About SSW**

Scottish Sculpture Workshop (SSW) is a making facility based within the rural village of Lumsden, Aberdeenshire. Through artistic experimentation, collaboration and the sharing of ideas, tools and skills SSW empowers artists to make. The core programme is formed through the facilitation of artist residencies, the delivery of artists' projects and the provision of public workshop facilities. We do this with support of both national and international partnerships. Please visit our website at [www.ssw.org.uk/](http://www.ssw.org.uk/) for more information about SSW.

## **SSW Values**

For 40 years SSW has been a site for empowerment and exchange. We continue to build on this ethos and remain committed to these founding ideas. The values that underpin our work are to:

- Create a respectful, compassionate and kind mutual learning environment where people feel able to express their ideas, make without judgement and ask questions without fear of reprisal.
- Believe everybody has significant, valuable skills to bring to the SSW site and programme. Provide a space where people can speak and make, safely and securely.
- Common making skills and equipment; we ensure the tools, facilities and knowledges held within SSW are accessible to all.
- Place the practice of listening as core to our working methods.
- Be ethical and fair in all of our work.
- Place equal value on all our work whether at a local, regional, national or international level.

## **Programme and Communications Internship**

This internship programme provides hands on learning for people interested in developing a knowledge of working in the arts with particular focus on arts administration, communications, programme development, planning and delivery, with and for artists.

As the Programme and Communications Intern, you will be working with the SSW Programme and Communications Manager; assisting with daily tasks that focus on the planning and production of artist's projects. You will also support on the planning and implementation of SSW related communications across digital and print platforms.

At the time of this internship, SSW will be working towards an international meetup and public programme, the first in the EU Large Cooperation Project, BE PART. This 'Assembly' will have a focus on alternative organising, fair governance and engaging with participatory practice in the arts. As the lead partner on the evaluation for this project we will be working to develop a method and structure for this process. Alongside, we will be running Open Access, Courses and Ceramics programmes, and planning for the Graduate Award Programme, Summer and Lumsden Residencies. With all activity we will be planning and implementing communications strategies both for SSW and in partnership with the BE PART network. There will be lots of opportunities to work with artists and build knowledge of working on projects with an international reach within a small but busy rural arts organisation.

## **Role and Responsibilities**

This role provides the successful applicant with the opportunity to test out working in the arts within a supportive environment. We hope that through this role we are able to nurture practices and knowledge related to delivering artist residency programmes, supporting the activity of artists and working within an international network as well as other tasks relating to the day to day running of SSW. The role includes:

- Supporting the Programme and Communications Manager on aspects of planning, delivery and evaluation of SSW's projects, residencies and the wider programme.
- Developing knowledge of and updating digital and print communications, PR and marketing (including social media, website, listings, e-newsletter)

- Administrative duties (including managing the arts@ email account, updating databases, making bookings, among other tasks)
- Other duties as agreed with the Programme and Communications Manager.

### **Person Specification**

- Personable, friendly, questioning and enthusiastic
- Willingness to learn and follow instructions, as well as take initiative where appropriate
- Good communication skills, both written and verbal
- Excellent team worker
- Good organisational skills and attention to detail
- Able to prioritise work and complete work to a high standard within agreed timeframes
- IT literacy, including word processing (Microsoft Office or equivalent)
- Familiar with social media platforms and Gmail
- Passion and keen interest for supporting artists, contemporary arts practice and related discourse/ action
- Flexible, with ability to accommodate changes in working days and tasks when required

The SSW website contains information about SSW's various projects, residency programmes and community activities, and will provide you with a good overview of our activity: [www.ssw.org.uk/](http://www.ssw.org.uk/)

Previous experience of working in the arts is not a requirement for this role and we actively encourage applications from people who have not yet had access to similar opportunities. You may have skills or experience from other areas of work, life or study, but you are active in your learning and approach and are willing to contribute to shaping your collective experience here.

We are open to applications for this role from people currently in education, but not through the ERASMUS+ programme. We offer separate opportunities for ERASMUS exchange.

### **Application**

All applicants should use our online application form (link on website page) to apply and we advise you to complete your application offline until it is ready to be submitted, as the contents of the form cannot be saved before submission. You will be asked to submit:

- An outline of why you are interested in the role, what you would bring to it and why this opportunity would be of benefit to you (max 500 words)
- A CV (max one page). This gives us an idea of your current work circumstances and history
- Details of one referee.
- Any information relating to your personal circumstances, if applicable. This could include details of any access needs.

To support people to access this opportunity, we accept audio/ video applications. You are welcome to submit an application in this format if you prefer. There is space to link to this on the online form. In the other boxes, please write "see video/audio".

If you have problems using the online submission platform, or you have any questions relevant to your application, please email: [jenny@ssw.org.uk](mailto:jenny@ssw.org.uk).