



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 10 days)
Shared, simple self-catering accommodation for the duration of the placement (equivalent to £30 per night for 69 nights)

Contract: Fixed term, 10 weeks
Monday 29 July – Monday 7 October 2019

Reporting to: Programme and Communications Manager

Deadline: Monday 13 May 2019, 12 noon

Date for Interview: Tuesday 21 May 2019

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/ 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 providing support to the SSW Programme and Communications Manager; assisting with daily tasks that focus on the delivery of the Summer Residency programme as well as a number of ongoing SSW 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 delivering the Summer Residency programme, the Lumsden Residency programme and the North AiR residency along with our Open Access, Courses and Ceramics programmes. We will be delivering our summer talks programme and working towards SSW's 40th anniversary celebrations. We will be completing funding administration and reporting, whilst implementing a communications strategy towards our 40th anniversary so 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 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 and spreadsheets (Microsoft Office or equivalent)
- Familiar with social media platforms and Gmail
- Knowledge, 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/

Previous experience of working in the arts is not a requirement for this role. We are interested in working with people who have not yet had access to similar opportunities, who are active in their learning and approach and are willing to contribute to shaping their 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 this is easier for you. 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.