Arts Administration Intern (Education)

Terms
26 weeks month contract starting Monday 11th September 2017 (subject to candidate's availability)

Hours
30 hours per week

Holiday Entitlement
11 days over the six-month period

Fee
£7.05 - £7.50 per hour (dependent on age)

Place of work
Prema Arts Centre, Bethesda Chapel, South Street, Uley, nr Dursley, Gloucestershire GL11 5SS

Line Manager
Gordon Scott, Prema's Artistic Director

About the Internship at Prema
Here's an amazing opportunity for a highly-organised, switched-on & enthusiastic, self-motivated individual to work in one of the UK's most playful, excitable and highly-regarded small arts organisations. Prema's Arts Education Intern will play a much-needed and appreciated key role within the arts centre's small and friendly team. You will be based mainly in the administration office, supporting and liaising with your colleagues to ensure the seamless day-to-day running of the participatory arts programme at this busy and popular arts centre.

This six-month position would brilliantly suit a recent graduate. The successful candidate will possess a demonstrable passion for the participatory arts and be a friendly, enthusiastic and sociable person who will effortlessly greet all visitors to the centre as well as dealing cheerfully and efficiently with enquiries over the phone.

We are seeking a young person who can work collaboratively and enthusiastically with the existing small staff team and both resident and visiting artists. Our Arts Administration Intern will to help to prepare spaces and resource materials in readiness for our many classes, workshops, happenings and special events in addition to assisting with exhibitions, events and performances. It is anticipated that the candidate will work in partnership with the Artistic

Director to research, plan and programme the forthcoming seasons' workshops and classes at Prema.

For the right candidate there will be opportunity to research and help select artists, makers and companies/bands for inclusion in the broader Prema programme. It is hoped that for an exceptional candidate that Prema may seek to create a more permanent post at the close of this internship; subject to conditions.

How do I find out more about Prema?

You're very welcome to drop by and explore what's on within the building, do give us a call first (*01453 860703*) as we'd happily spend some time talking with you about what we do and our plans for the Arts Administration Intern (Education) at Prema. You can also find out more about our busy and full programme by visiting our website at www.prema.org.uk

About Prema

Prema is a small, independent rural Arts Centre with a unique, intimate atmosphere. It has a commitment to producing and promoting high quality innovative arts. Prema's approach makes participation, experiment and education accessible to the many communities with whom it collaborates.

Prema has a reputation for showcasing tomorrow's mainstream today – promoting a programme of spectator and participatory arts opportunities for people across many communities. In spite of its rural location, our programme of work and Reaching Out services are experienced by in excess of 74,000 individuals each year. Many are residents in the Stroud District, some from the other areas of Gloucestershire, some travel from other parts of the South West/West Midlands and a number of people come from out of the region for some of Prema's more "specialist" activities.

Prema is a relatively small organisation whose programme far exceeds what you might expect from such a tiny building and small staff team (one full-timer, three part-timers and eleven management committee members).

Our organisation has a fundamental belief that arts should be accessible and enjoyed by everyone from all walks and at all stages of life. It is hailed as "*The South West's Flagship Arts Centre*" and is supported by *Stroud District Council* and the *Arts Council of England*.

We firmly believe that every individual managing, working at, supporting, visiting and enjoying Prema should be treated as an individual.

Person Specification
Arts Administration Intern (Education)

Essential Skills

- Awesome communication skills (verbal and written) in order give out clear and concise messages about Prema to a wide variety of people
- A friendly, cheerful manner and an optimistic, can-do attitude. A belief and commitment to high-quality customer service (as a large part of the job involves liaising with the public both in person and over the phone)
- A full driving licence and access to a vehicle (due to Prema's location) and the necessity to occasionally travel to meet artists.
- Loads of self-motivation and the ability/confidence to take the initiative
- A flexible personality which readily adapts to working with a broad range of people
- A good sense of humour and the ability to stay calm in sometimes challenging situations
- Adaptability, reliablity and consideration – working in a small team can result in last-minute changes of plan.

Desirable Skills

- Ability to use Apple Macintosh computers in word-processing, database management, email, generation and management of spreadsheets
- An understanding and enjoyment of contemporary arts
- A degree in the creative/expressive arts or in another imaginative field

Job Description

Arts Administration Intern (Education)

- To work collaboratively alongside existing staff members to ensure the smooth day-to-day running of Prema – answering phones, taking & processing bookings and dealing with the many and varied enquiries which come our way every day.

- Work independently to meet deadlines and manage a number or different events at the same time.

- To be the front of house presence and talk to visitors, anwser questions and help our audience find their way around the centre and to act as an exemplary ambassador for the organisation when dealing with all visitors and callers.

- To sign in workshops, classes and courses – some evening and weekends will be essential.

- Working with tight budgets, managing contracts and ensuring all requirements are met for both tutors and participants prior to workshops and classes.

- Help to prepare spaces and resource materials for exhibitions, events, performances and workshops.

- Writing or contributing to various publications that accompany events including writing sections of the programme, updating social media and creating posters and publicity leaflets.

- To help to install exhibitions and liaise with visiting theatre companies during get-ins and get-outs in our performance programme.

- To work collaboratively with existing staff team to help with the planning and management of this busy and friendly arts centre and its broad, popular programme.

- For the right candidate there will be opportunity to research and help select artists, makers and companies/bands for inclusion in the Prema education programme and to work in partnership with other staff to develop a host of new projects.

- Planning and organising events under the education section of the programme including the arrangement of meetings with tutors to discuss their future involvement with Prema.

Other Duties

- Weekend/evening work in assisting with Prema's Live Programme and for signing-in weekend workshops. The events requiring weekend working are "divvied" up at the start of each season to spread the workload.

- To work with the other members of staff to facilitate the smooth day-to-day running of Prema.

- Any other duties as requested by Gordon Scott (Prema's Artistic Director).

How to Apply

Please send in

1. a detailed, up-to-date CV
2. a letter outlining what attracts you to this post, and how your experience to date relates to the enclosed Job Specification. In your letter we really want to get a sense of who you are so do tell us about you and the creative arts and why an internship in arts administration excites you.
3. a completed Equal Opportunities Monitoring Form (attached). This form will not be used in the assessment of your application but is used for monitoring purposes.

The closing date for applications is midday on Monday 4th September 2017. Late applications will not be considered.

Send all applications to:

Gordon Scott Artistic Director Prema South Street Uley, Nr Dursley Gloucestershire GL11 5SS and mark your envelope or email "Application - confidential" If e-mailing an application, please send to gordon@prema.org.uk

If you'd like to discuss any aspects of the post prior to applying, please contact Gordon or Helena Gibson (our education officer) on 01453 860703 for an informal discussion and perhaps arrange a time to visit Prema and take a look around.

Interviews

Interviews will be held on Wednesday 6th September 2017.
Prema regrets that it is unable to reimburse candidates who are invited for interview for their travelling costs. If any candidate has a long travelling distance, accommodation can be arranged to make the process a little easier.

Starting Date for Post

It is hoped that the successful candidate will commence in post shortly after Monday 11th September 2017 (subject to successful candidate's availability).

Terms

26 weeks contract

Prema Arts Centre, Bethesda Chapel, South Street, Uley, Nr Dursley, Gloucestershire GL11 5ss
T: 01453 860703 E: hello@prema.org.uk W: www.prema.org.uk

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