

## **Matt Roberts Arts**

Position: International Exhibition Managers Assistant

**Term: 4 months**

**Hours: 6 hours per week + private views**

**Unpaid**

We are seeking an intern to earn valuable experience in the delivery of our International exhibitions and events programme at Matt Roberts Arts.

Matt Roberts Arts is a dynamic not-for-profit organisation founded in 2006 to create opportunities for artists in new locations and contexts. Matt Roberts Arts offers support to creative practitioners by providing a range of professional development programmes and national and international touring exhibitions.

### **Duties:**

- Provide administrative assistance with the management of the international exhibitions programme which shall entail the following:
- Researching and compiling data about International Art Venues and supporters.
- Liaising and organizing meetings with artists and organizations
- Organising and planning exhibition logistics
- Compiling exhibition catalogues
- Updating exhibition listings and promotions
- Producing e-bulletins
- Liaising with artists and organisations
- Compiling exhibition catalogues
- Supporting the development of and research of new audiences
- Assist in the promotion of work to collectors
- Aid in the hanging and take down of exhibitions

### **Essential requirements:**

Previous experience in arts administration and presentation of works.

Excellent organisational skills and the ability to meet deadlines.

Strong verbal and written communication skills.

A good level of computer literacy. including word and excel

In design/Photoshop Experience is desirable but not essential

The roles are best suited to responsible, confident, dynamic, individuals who enjoy a challenge and have a good awareness of the contemporary art scene who are able to work independently and co-operatively.

### **We can offer you:**

Invaluable practical experience within an arts organisation

Insight into working in contemporary visual arts with artists and curators

Opportunities to develop relationships with artists and curators

Please send a cv and cover letter outlining your relevant skills and previous experience to [info@mattrobertsarts.com](mailto:info@mattrobertsarts.com)

**Shortlisted candidates will be invited to interview on Thursday 3<sup>rd</sup> March**