



Saltaire Inspired

ARTIST SUPPORT INTERN

Role Description

Line Manager: Samantha Pickard, Artist Coordinator

Saltaire Inspired is a community arts charity, delivering quality contemporary art experiences in unusual settings. We organise three annual arts events in the World Heritage village of Saltaire, supporting its ambition to become an internationally recognised centre for the visual arts.

Saltaire Arts Trail is a free event that takes place on the early May bank holiday weekend (30th April – 2nd May in 2022). It offers an exciting visual arts programme, celebrating the village's rich heritage and offering opportunities to both emerging and established artists.

The Arts Trail prides itself in reaching out to new audiences and making art accessible by using imaginative venues - the internationally recognised Salts Mill, public buildings, the homes of Saltaire residents and outdoor spaces around Saltaire - to display visual art outside of traditional settings. It includes exhibitions, new commissions as well as a programme of learning opportunities and activities.

The role:

The role of Artist Support intern will assist the Artist Coordinator, Events Coordinator and Marketing Manager in delivering the artistic programme during the Saltaire Arts Trail in May 2022. The role will be for a total of 36 days over a 5-month period* to be paid at a rate of £10 per hour (depending on role holder's location, additional travel subsidiaries may be available). The number of days per week will be variable and negotiable subject to the needs of the programme.

As there is no central office for the organisation, home working will be required under the direction of the Saltaire Inspired team as well as attendance at occasional meetings in Saltaire. Some evening work may be necessary during the Saltaire Arts Trail itself.

The role is offered to recent arts graduates who are looking for their first experience in arts administration and programming. Ideally they will be based in the immediate locality or within easy travel range of Saltaire.

Duties:

- Provide administrative support for Artist Coordinator in preparation for Saltaire Arts Trail May 2022 (Open Village programme: Open Houses, Studios, Windows and Makers Fair, early May Bank Holiday weekend).
- Help coordinate call-out for artists for Open Village and Maker's Fair.
- Assist in coordinating artist selection process and placement with hosts for Open Village.
- Gather information and images from artists for use in press and social media campaigns.

- Help the team to deliver the private view and social event for artists and makers during the Arts Trail.
- Act as first point of contact for artists during installation and throughout Open Village event, providing assistance as required.
- Gather feedback from artists, hosts and audiences as part of our evaluation of the event.
- This list is not exhaustive and other duties may be required.

In addition, the intern will be supported in curating a 'Student House' as part of the Open Village, showcasing the work of students as part of our partnership with Bradford College of Art.

Requirements:

- Passionate about the arts and supporting artists to exhibit their work to a high standard.
- 'Hands-on' approach and willingness to be flexible by helping out the Saltaire Inspired team as necessary.
- Ability to develop relationships with a range of people including our volunteers and good communication skills.
- Self-motivated and able to maintain a work schedule, providing updates on progress as required.
- Organised, an eye for detail and a high standard of workmanship.
- Experience of using spreadsheets as well as Office, Word etc., and good numeracy and literacy skills (own computer essential).
- Experience of photo-editing software desirable.
- Practical skills in hanging and displaying a range of artworks are essential.

* = 1-2 days per week approx.

We expect fewer days to be needed at the start of the contract and a greater number to be grouped in the later part of the contract, particularly before and during the week leading up the Saltaire Arts Trail 2022. To be agreed in advance with the successful candidate based on their other commitments and availability. You would definitely need to be available to be in Saltaire between Friday 29th April – 2nd May 2022.

How to Apply:

Please send a CV (no more than 2 sides of A4) and a covering letter outlining your suitability and why you are interested in the opportunity.

Applications should be emailed to events@saltaireinspired.org.uk

Closing Date: Friday 3rd December 6pm.

Interviews will be held in Saltaire on Monday 13th December.

saltaireinspired.org.uk   

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