

## Eastside Projects: Student Placements November 2019 – January 2020

**Deadline for applications: Sunday 20 October**

**Interviews: 31 October**

Want to learn how an artist-led gallery runs? Interested in seeing behind the scenes? Hoping to set up your own projects in the future?

This autumn we are offering two student placements which will run from November 2019 – January 2020. Each placement student will shadow one of our assistants as we present work by Lady Skollie and Sofia Niazi, deliver our busy events programme and plan for the installation and opening of shows by Sonia Boyce and Lindsey Mendick.

We are a very small team and during the placement you will have an opportunity to experience many aspects of the gallery's work and work alongside the whole staff team. Placement students will be with us in the gallery one day each week, on either Thursday or Friday, from w/c 11 November to w/c 20 January (excluding w/c 23 and 30 December). **Please check before applying that you are available on these dates.** We can cover travel expenses of up to £6 per day.

### **What will you do on the placement?**

We are offering two placements. You can shadow either our Distribution or Operation Assistant. Our Assistants are involved in everything we do from helping with the installation of exhibitions to hosting guests, assisting artists, interpreting artworks, speaking to visitors, project organisation and running events and workshops. Each Assistant's role has a slightly different focus which will be reflected in the placement.

### **Placement 1: Distribution**

You will shadow Annabel Duggleby, our Distribution Assistant. She communicates with and develops audiences by managing Eastside Projects' website – creating content, producing, editing and uploading written, visual and AV material and archiving activity online; managing Eastside Projects' Facebook pages and other social media; proofing and distributing press

releases and being the first point of contact for press enquiries. She also manages our book sales and works with Directors and Programmers to produce content for e-flyers and other marketing. She maintains the Eastside Projects archive, including digitising material to make available online.

## **Placement 2: Operation**

You will shadow Sahjan Kooner, our Operation Assistant. They are one of Eastside Projects' public faces, introducing the organisation and our projects to different audiences and working to enrich the experience of the publics who engage with our work. They support the EOP and Public programmer and create a bridge between EOP and our volunteers. They devise, plan and deliver family and community workshops, help deliver public events including Digbeth First Friday and collect and collate audience feedback. They support programmers and curators - organising travel and accommodation; setting up rooms; providing technical support; assisting with documentation; helping to organize installation and support the administrative and operational functions of the organisation.

## **Eligibility**

- You must be a student on a BA or MA course in Art, Design or a related discipline.
- You must be based in the West Midlands.
- You must be available on the dates specified.

## **How to apply:**

Email the following to [jobs@eastsideprojects.org](mailto:jobs@eastsideprojects.org) by **Sunday 20 October**.

1. Your name, email address and phone number.
2. Which placement you are interested in
3. The course you are on, what year you are in and where you are studying.
4. **Either** up to 500 words (attached as a word document or a PDF) **or** a three-minute-long video (sent as a vimeo/youtube link) explaining:
  - What you hope to gain from the placement.
  - Why you want to spend time at Eastside Projects.
  - Why Eastside Projects should want to work with you.

We strongly recommend you make sure you have visited Eastside Projects before applying.