

Gallery and Artist Studio Intern

V.O Curations is looking for a Gallery and Artist Studio Intern to join the team and support the studio management and exhibition team in day-to-day duties and projects.

V.O Curations is a not-for-profit organisation that supports and promotes emerging art through the provision of affordable artists studios, residencies, exhibitions and events. We have recently opened another studio facility and are preparing for our 2022 public programme. We are looking for an Intern to assist the team with administrative tasks and art studio management, whilst also developing their experience in gallery management and exhibition production.

The Intern will support the team and organisation in the following tasks. Please note that this list is not exhaustive, and we are happy to expand duties to encompass the Interns personal or professional interests if possible:

- Front of house greeting and meeting visitors in the gallery and project spaces
- Responding and helping to resolve artist queries
- Office management and organisation
- Assisting with basic accounting tasks
- Preparing documents for exhibitions and events
- Supporting organisation and delivery of public programme events
- Assisting with social media and website content

The ideal candidate will possess the following qualities and experience:

- Previous roles within arts and culture
- Proactive and motivated
- Detail oriented and highly organised
- Confident communicator in spoken and written English
- Proficient in Google Drive and Microsoft Office programmes
- Knowledge of London's contemporary art ecosystem, galleries and emerging artists

Experience with Adobe Creative Suite, event organisation and logistics is an advantage - the intern will be supported in developing these skills if their knowledge is minimal.

The Gallery and Artist Studio Intern will be required 5 days per week from Tuesday - Saturday, 11am-6pm and will be remunerated at £50 per day.

To apply, please send a cover letter and CV to opportunities@vocurations.com