

Design & Production Internship

Background

For over a century the Whitechapel Gallery has premiered world-class artists from modern masters such as Pablo Picasso, Jackson Pollock, Mark Rothko and Frida Kahlo to contemporaries such as Sophie Calle, Lucian Freud, Gilbert & George and Mark Wallinger.

With beautiful galleries, exhibitions, artist commissions, collection displays, historic archives, education resources, inspiring art courses, dining room and bookshop, the Gallery is open all year round, so there is always something free to see.

The Gallery is a touchstone for contemporary art internationally, plays a central role in London's cultural landscape and is pivotal to the continued growth of the world's most vibrant contemporary art quarter.

Role

The role of the internship will be to assist in all aspects of design & print production. This role sits within the Communications department which consists of Head of Communications; Media Relations Manager, Design & Production Manager, Marketing Manager, Senior Communications and Press Officer, Communications Assistant, Communications Trainee and Communications Apprentice.

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Internship description

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Duties and Responsibilities

- Assist the Design & Production Officer with the production of exhibition materials including signage and interpretation panels, education event flyers and other publicity items for the Gallery, according to brand style
- Layout web pages using a content management system (CMS)
- Help source images and content for marketing materials
- Help with design admin; including managing timelines, checking print stock levels and archiving print materials
- Liaise with printers and compare print quotes
- Help manage print delivery schedules
- Develop a timeline of signage replacement

Essential Skills

- Experience using Indesign
- Good typographic layout skills
- Mac experience
- Microsoft Office
- Knowledge of simple web CMS systems
- Able to work within brand and style guidelines

Desirable Skills

- Experience using Photoshop and Illustrator
- Extensive knowledge of website CMS

Other details:

- Internship Coordinator: Administration Assistant
- Supervisor: Design & Production Manager
- Hours: 10am-6pm, 2 days a week (which days are negotiable), with an hour for lunch.
- Duration: Three months
- Expenses: Up to £10 per day for travel and lunch (with receipts)

Closing date: Midnight Friday 23 January 2015

Interview date: Friday 30 January 2015

Start date: ASAP thereafter