

STORY OF YEOVIL

Art & Heritage Project Intern



Yeovil Art Space has been awarded £96,403 from The National Lottery Heritage Fund to carry out a new community arts and heritage project on behalf of the **Yeovil Art and Heritage Working Group** - a formal partnership between **Yeovil Art Space, Yeovil Town Council, South Somerset District Council, Yeovil's Virtual Museum, EPS Yeovil and Yeovil Press**, supported by the **Somerset South West Heritage Trust**.

Working with the **University of the West of England Regional History Centre**, and a number of local organisations, groups and schools, **STORY OF YEOVIL** will bring a programme of events, talks, educational resources, displays, workshops and publications to Yeovil residents and visitors from further afield in the next 18 months until March 2024. Information: www.yeovilartspace.uk/storyofyeovil

We are looking for 2 project interns to join this exciting project. As project intern, you will be working closely with our Engagement Coordinator and Programme Producer, supporting different aspects of the project in order to gain valuable experience working in the arts and heritage setting. This position is primarily for aged 18-24, but we welcome applications from any age, who graduated in arts and heritage related subjects recently and in an early stage of career in the art and cultural sector.

TO APPLY: Email the following to Zoe Li, Project Director storyofyeovil@yeovilartspace.uk by **6 December, 2022 5pm**

Send your us a letter (no more than 2 page, 12 size font) to include:

1. Your GCSE & A-level result or equivalent
2. Your latest qualification or the course that you are currently studying.
3. Why are you interested in this position and what can you contribute to the project?
4. Any support that you need for this role?
5. Name and contact details of 2 references. (One must be your tutor)
6. Your availability for interview in the week commencing 12th December.

Successful candidates will be appointed subject to DBS Enhanced check and references. We welcome applications from anyone from any background. Yeovil Art Space is a Female-led organisation and our members are from diverse backgrounds. Please contact us if you wish to discuss the application before applying. Our contact is info@yeovilartspace.uk

Job Title: Art & Heritage Project Intern (2 posts)

Responsible to: Engagement Director

Hours/Days: 1 days/week x 36 weeks

Salary: £10/hr x 7 hrs/day (PAYE)

Contract Duration:

Post 1 - December 2022 - August 2023

Post 2 - July 2023 - March 2024

Roles & Responsibility

- Assisting with development, promotion, and delivery of engagement activities and public programme as part of Story of Yeovil, including exhibition, engagement workshops, public events and publications.
- Assisting with writing blog posts, social media posts and press releases about project outputs.
- Gathering and processing feedback from project outputs for project evaluation and writing reports.
- Undertaking training of audio story-telling, writing heritage interpretation.
- Provide coordination and administration support to the project, including coordinate the volunteers
- Upload audio and visual materials on the digital map.
- Assist the exhibition and event programme delivery
- Undertaking other duties as may be reasonably required.
- Access to training on diversity, GDPR, health & Safety, safeguarding and mentoring from internal and external expertise.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualification Training & Education	Studying or graduated in Foundation or Undergraduate degree level on art and heritage related subjects	Graduated from art and heritage related degree Aged 18-24

Skills, Aptitudes & Abilities	<p>Enjoys working on own initiative as well as within team</p> <p>Confident communicator at all levels (email, face to face and telephone)</p> <p>Strong organisational and time management skills</p> <p>Ability to work flexibly, independently, and resourcefully</p> <p>IT: Word, Excel, Outlook, and social media platforms</p>	<p>A demonstrable interest to develop a career in the arts & culture sector.</p> <p>Experience of organising events and conducting research activities</p> <p>Passionate in social change and working within community setting</p>
Working Arrangements	<p>Flexible working hrs, based in Yeovil Art Space</p> <p>Prepared to be flexible to meet the demands of the role.</p> <p>Required to work in weekends and evening if necessary</p>	<p>Living within 15 miles of Yeovil Town Centre</p>

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