



Contact: Helen Statham, Gallery Manager

Email: info@o3gallery.co.uk

Telephone: 01865 246131

Website: www.o3gallery.co.uk

O3 Gallery Internship

(Unpaid. Based on a three month internship of 3 half days per week.)

The O3 Gallery is a small exhibition space and selling gallery in the heart of the Oxford Castle Complex. We show artists with an Oxfordshire link and are keen to help in the professional development of emerging and mid-career artists.

An internship with us would suit an arts student or arts management student at degree or masters level who is looking for gaining experience and knowledge in a gallery environment.

Our internships would generally involve working on projects under the supervision of the gallery manager but will require a good deal of creative thought and initiative. You may be involved in such areas as administration, marketing or exhibition installation. We also have opportunities to run events related to the gallery exhibition programme. You will gain a clear understanding of our day-to-day operations and will get out of the experience as much as you put into it.

Areas of work you may be involved in:

- **Customer Service:**
 1. Welcoming visitors to the gallery
 2. Provide visitors with exhibition and gallery information
 3. Take sales of art/catalogues/other merchandise
 4. Answering general queries from the public in person or over the phone
- **General Gallery Work:**
 1. Ensure smooth running of the exhibition – ensure cleanliness, update information available etc

2. Be willing to distribute various publicity materials to other venues in Oxford city centre
 3. Occasionally open or close the gallery
 4. Updating Oxford Castle Art Archive
- **Curatorial/Exhibition Installation:**
 1. Assessing exhibition proposals
 2. Liaising with artists over delivery and collection of art works
 3. Preparing the gallery for installation
 4. Assisting with installation of the new exhibition
 5. De-installing exhibitions
 - **Marketing and Communication:**
 1. Involvement in writing press releases
 2. Listing exhibitions and events
 3. E-networking using sites such as facebook and twitter
 4. Generating PR stories
 5. Designing flyers/posters and distributing
 6. Updating mailing list
 7. Involvement in writing and sending out newsletters
 8. Packing and mailing out exhibition invitations
 9. Checking and updating the website
 - **Events/Previews:**
 1. Assisting in the planning of preview nights and events held at the gallery
 2. Attending preview nights and assisting in ensuring the smooth running of events
 - **Gallery Development:**
 1. During the internship there is an opportunity for interns to work towards setting up new programs or initiatives within the gallery which will help to develop the O3 Gallery as an organisation. We are open to hearing suggestions, for example:
 - Performance events
 - New ways to advertise
 - Improving relationships with local universities and schools

The O3 Gallery is a small operation with only one full-time member of staff. You must be prepared for times when the gallery will be very busy but also days when there will be less to do. We expect all interns to use their own initiative and help where they can. For the right candidate this will provide invaluable experience of how a small commercial exhibition space is run.

Person Specification:

- Qualifications – Educated to A Level Standard in art with good numeracy and literacy. Ideally applicants should currently be on, or be about to start on an arts degree course
- Excellent communication skills
- A demonstrable interest in the visual arts
- Some sales experience in an arts organisation or retail environment
- Ability to work unsupervised, using own initiative
- Good general I.T. skills

To apply for an internship with the O3 Gallery please send your CV with a covering letter explaining what you as an individual can offer the gallery through your personal skills and qualities. Please also make note of any particular interests you have and discuss the ways in which these might lead you to develop specific projects at the gallery. These documents must be sent to:

Helen Statham
O3 Gallery Manager
O3 Gallery
Oxford Castle
OX1 1AY

Or email: info@o3gallery.co.uk

Applications deemed suitable will be asked to attend an informal interview before an internship place is offered. If you do not receive a response, please assume that your application has been unsuccessful on this occasion.

O3 Gallery, Oxford Castle, OX1 1AY

T: 01865 246131 E: info@o3gallery.co.uk W: www.o3gallery.co.uk

Gallery opening hours during exhibitions: Weekdays 12-5pm, Weekends 11am-4pm