

Tate Modern – Volunteer Internship Application

Job Title:	Volunteer Curatorial Intern,
Department:	Curatorial Department, Tate Modern
Start date:	Early January 2010
Closing date for applications:	Friday 4 December 2009, 5:00pm
Interview date:	Week c. 14 December
Duration:	Ideally 1 year, 1 or 2 days / week

Background

The overall aim of Tate Modern is to increase public awareness, understanding and appreciation of international modern art. The Curatorial Department delivers the Exhibitions and Displays programme at Tate Modern, which explores the work of international modern and contemporary artists, and is responsible for building Tate's International Collection.

During this volunteer internship, based at Tate Modern, you will provide support to a Curator with all aspects of exhibition research and realisation.

Throughout the internship you will be engaged in the tasks outlined below. However, this is not an exhaustive list, and you could spend some time assisting on other tasks and ad-hoc projects as requested.

Please note that this internship is offered as a volunteer activity and as such is understood to be outside the scope of the National Minimum Wage legislation.

You will have the opportunity to:

- Assist in researching and organization of Tate Modern upcoming exhibitions.
- Assist with general administration, including filing, drafting loan letters and processing loan forms.
- Assist with budget admin (invoice reconciliation, etc)
- Archive past exhibition files
- Assist with TMS entry for upcoming exhibitions (including input of lender addresses, preparation of loan requests, image loading onto TMS).
- Assist in the preparation of packing notes, back of work labels, object captions, and complementary catalogue list and address labels.
- Scanning and scaling exhibition images, and preparing powerpoint presentations.
- Setting up and minuting meetings
- Assisting with research.
- Assisting with the exhibition layout design, and installation preparation.
- Other ad-hoc tasks

What we are looking for:

- Post-University student.
- Fluent in Italian
- An interest in and knowledge of contemporary and modern international art, and Italian art in particular.
- Previous experience within a busy office environment, ideally within an art gallery or museum.
- Computer literate: MS Office, MS Outlook
- Excellent administration and organizational skills and good at prioritizing tasks.
- Attention to detail
- Able to use own initiative as well as work independently.
- Excellent interpersonal skills and ability to work effectively as part of a team.
- Excellent verbal and written communication skills.
- Previous experience of working in a museum or gallery is desirable but not essential.

Duration and Hours:

This internship ideally involves volunteering for a minimum of 1 year, at 1 to 2 days per week.

Tate Modern has flexible working hours from 8:00 / 10:00 to 16:00 / 18:00.

Expenses:

Travel expenses within London (up to Zone 6 only) to Tate Modern will be reimbursed for every day you come in to the office.

Tate is unable to make an offer of employment at the end of the programme. However, you will have a formal career development review in which we will assess what you have learned and how you can apply your new experience to further your career.

How to apply:

To make an application for this voluntary internship please download the application form from <http://www.tate.org.uk/about/workingattate/internships.shtm>.

Completed application forms, together with a copy of your CV, should be emailed to internships.modern@tate.org.uk or by posted to (**email preferred**):

Administration Manager
Tate Modern
Bankside, London, SE1 9TG

Unfortunately, due to the volume of applications we are unable to contact applicants who have not been selected for interview. If you do not hear from us within 2 weeks of the closing date, please assume your application has been unsuccessful at this time.

The closing date for the return of completed application forms is **Friday 4 December 2009, 5:00pm.**

If you are shortlisted, we will contact you to invite you for an interview. Interviews will take place on the week of **14 December 2009.** Please include your availability to attend during this period in the appropriate section of your application form.