

MK Gallery

Marketing & Communications Internship

Introduction to MK Gallery

The Gallery opened in October 1999 and its ambition has been to present a challenging and sometimes uncompromising programme of international contemporary art. Now known as MK Gallery, it is regarded as one of the UK's major contemporary art venues and has had over 300,000 visitors to date. It has approximately 300m² of exhibition space, a multi-purpose events room, offices, workshop and a combined information desk and shop.

Mission Statement

MK Gallery provides free access to high quality, innovative and thought-provoking contemporary art from around the world. In its programme it stimulates participation and debate, building relationships between artists and audiences.

The Role

The Communications Department currently comprises the Communications Director and Curator of Online Content.

The Marketing and Communications Intern will support the Communications Department with a variety of day to day marketing and PR activities, helping to communicate the Gallery's diverse programme of exhibitions and events.

This internship offers a valuable opportunity to develop practical experience of marketing and communications in a small arts organisation and to gain an insight into how a significant regional contemporary art gallery operates.

The Person

What we're looking for in a candidate

- Proven interest in contemporary art
- Excellent communication skills (both verbal and written)
- Organisational skills and attention to detail
- Able and happy to carry out administrative tasks
- Experience of team work
- IT literate
- Experience of working with DTP software (e.g. Adobe Photoshop)

Main duties and responsibilities

website and Digital Communications

- Assisting MK Gallery's Curator of Online Content to update the gallery's website
- Maintaining and researching online listings and free e-newsletter circulars
- Updating MK Gallery's social media sites as directed by Curator of Online Content
- Supporting development of online shop and exhibitions archive, including picture research, editing and uploading.

Press

- Assisting MK Gallery's Communications Director in researching, collating and distributing relevant materials for press and media, including press images and releases.
- Assisting with the planning of programme specific press strategies.

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- Brainstorming possible press angles and researching press contacts.
- Maintaining an archive of MK Gallery's press & media coverage.
- Maintaining an archive of paid advertising.

Audience Development

- Liaising with MK Gallery's permanent and temporary staff to maintain and develop the visitor data collection project according to set targets and guidelines.
- Updating MK Gallery's ProVenue contacts database.
- Researching mailing list prospects/additions for e-list growth

Front of House

- Assisting MK Gallery staff in invigilation of the gallery during exhibition previews and selected events
- Assisting the Communications Department and Front of House Coordinator to maintain and develop gallery signage.
- Supporting the Information Desk with occasional temporary staffing cover.

Duration

This voluntary role is for 2 - 3 days per week. The duration of the internship will be approximately three months.

Expenses

Up to £10 per day for travel and lunch (with receipts)

Application Process

MK Gallery is committed to equal opportunities. To apply for the internship please send your CV (with covering letter) by email to Fennah Podschies, Head of Administration at MK Gallery fpodschies@mkgallery.org

The deadline for all applications is **Monday 13 February**

Interviews will be held in the week beginning **Monday 20 February**

Start date subject to mutual agreement. **Internship runs mid March to end June**



Supported by
**ARTS COUNCIL
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