



## THE KOPPEL PROJECT

### GALLERY ASSISTANT (INTERNSHIP)

The Koppel Project is looking for a curious and dynamic individual to join our small and dedicated team. This is a very exciting opportunity to get on board with us as we launch several major projects and plan our future exhibition and education programme in central London.

### WHO WE ARE

The Koppel Project is a cultural centre focusing on local and international artists whose work has an emphasis on social engagement. Our mission is to build a community that promotes intercultural exchanges across a range of disciplines. Conceived as a hub for creativity and innovation, The Koppel Project consists of two studio complexes, a permanent gallery, several pop-up event spaces, and an experimental educational campus. With new projects being taken on all the time, working for The Koppel Project is a chance to get dynamic, broad spectrum experience in the arts and cultural sector, to work with a small and experienced team, and build a large network within the arts in London.

### PURPOSE OF ROLE

#### **Events support**

- Support the Events Manager in booking, organising, hosting, and scheduling events across multiple spaces.
- Liaise between management and guests in the lead up to, and during the event.
- Help supervise the event installation, live time, and deinstallation as scheduling requires.
- Help manage The Koppel Project calendar and update future events.

#### **Exhibitions & Gallery support**

- Assist the Gallery Manager with the organisation, curation, installation, and de-installation of exhibitions.
- Assist in the filing of administrative paperwork like condition reports and exhibition agreements.
- Invigilate exhibitions, welcome visitors, and provide knowledge about the artworks, artists, and The Koppel Project.
- Liaise between Studio Artists and Studio Manager when required, and pass on concerns and complaints and requests as necessary.

## Communication support

- Contribute to research and writing of promotional materials for exhibitions and related events including copy for the website and social media etc.
- Help the Communications Manager promote The Koppel Project on a daily basis through social media platforms and the website.
- Assist with increasing the visibility of The Koppel Project Central to local businesses and London press in general.

## REQUIREMENTS

- Bachelor's Degree minimum
- Knowledge of contemporary art
- Be able to talk about art and understand the concepts of projects
- Strong administrative and organisational skills
- Experience with event management is highly desirable
- Excellent research skills
- Excellent written and oral communication skills
- Able to provide their own laptop
- Experience with social media and WordPress
- A flexible approach to work and the ability to learn quickly

## GENERAL INFORMATION

### Reports to:

Ellen Taylor, Gallery and Studios Manager

Location: The Koppel Project Central, 49 Poland Street, London W1F 7ND

### SCHEDULE

3 days per week

Monday to Saturday 10am – 6pm (hours variable – evenings sometimes required)

Lunch and travel expenses covered

**Send a CV and cover letter to [ellen@thekoppelproject.com](mailto:ellen@thekoppelproject.com) and explain why you would be suitable for this position and how you meet the criteria stated in the job description.**

**DEADLINE: Friday 28<sup>th</sup> February 2020**