



Internship job description, background information and application details.

Overview:

Field Notes and Back Lane West are offering a freelance paid internship, to be worked three days a week on a flexible basis over a period of six months from August 2021.

Both organisations are small visual arts organisations run on a not-for-profit basis. Field Notes commissions art works for public settings and produces festivals and artist events with a community focus. Back Lane West is an artist residency and project space in Redruth, with a programme of talks, professional development opportunities and artist-led events.

This internship is an opportunity to gain an insight into the day to day running of these two social enterprises and learn some of the key skills needed for administrative and creative production roles. Over the course of the internship the successful candidate can expect to gain experience of:

- corresponding with artists and partners
- issuing contracts and invoices
- record keeping
- website and social media updates
- project planning and event organisation
- grant bid writing

One-on-one training will be offered as needed and a provision of one day a month has been made to allow for attendance at professional events and for the intern to undertake research to improve their knowledge of the sector.

No qualifications are needed, however strong communication and organisational skills as well as an active interest in contemporary visual art are essential. The successful candidate will need to have a desire to learn and the ambition to make a creative contribution to both organisations.

This is a home-working role, however applicants should be based in Cornwall and able to travel to Helston, Redruth or Penryn for meetings or events.

Information about Field Notes:

At Field Notes, we see contemporary art as something useful and relevant in day to day life. It has the ability to start conversations, to create platforms for community and inspire progress.

Field Notes is a micro organisation, founded and run by Rosie Allen and Cat Bagg, curators and producers, who both have backgrounds as visual artists. Field Notes projects are our creative practice, through which we learn and develop ideas. Working itinerantly, we create transient spaces that offer artists and members of the public a different kind of experience; the chance to collect thoughts and contribute to an exciting spectacle, an improbable object or a slow burning collaboration.

Field Notes commissions, develops and presents art that finds new ways to break old ground; infiltrating the public realm and opening up exciting, challenging but ultimately accessible channels into a world of contemporary art using a platform of unusual community sites. We seek to challenge a rural art status quo by providing access, information and support that taps into an international debate whilst simultaneously bringing different communities together to share ideas and celebrate heritage on a local scale. To do this we support the practice of artists.

Most of our work falls into one of two categories: the production of artwork and events initiated by other organisations or individual artists, or the self-starting of new independent, creative projects. This way of working involves; the development of institutional and community partnerships, raising funds through grant bid writing, complex project planning, marketing and practical delivery for public audiences and participants.

We have worked everywhere from disused chapels and four-storey shops to a yacht club. Taking audiences over water in mackerel fishing boats, back in time in an Elizabethan museum. We've curated white walled streamlined galleries and produced giant art festivals, intimate commissions nestled within existing collections and multi-layered elusive journeys that explore ideas, towns, histories, woodlands.

Our past projects include: [Inland Art Festival](#), [Goonhilly Village Green](#) and [The Plymouth Art Weekender](#) (2017 and 2018).

Established in 2014 Field Notes is a Community Interest Company; with all profit going back into reaching our aims and ambitions, helping us to build a new audience around our projects.

fieldnotes.org.uk

Information about Back Lane West:

Back Lane West is a non-profit, artist-led residency, project, and meeting space in Redruth, Cornwall. It was established by Patrick and Jane Lowry in 2009, with Rosie Allen and Cat Bagg joining the team in 2017.

Back Lane West's aims are to support critically engaged visual art practice and artists' professional development. Central to this is the commitment to develop regional, national, and international networks of exchange, discussion, and opportunity, and contribute to the building of a nationally and internationally connected, contemporary visual art community in the South West.

The core project space programme is made up of a series of four week long residencies, which allow artists to develop new work or test ideas in the Redruth space. Artists often choose to share their practice by giving a public talk, or organising a performance, screening or short exhibition. There is also a history of talks and networking events organised by the BLW team to support artists practice, which we hope to reactivate.

Back Lane West is a Community Interest Company.

backlanewest.org

Role structure, hours and pay:

The internship will be managed by Field Notes, with the majority of hours expected to be worked for this organisation. Cat Bagg and Rosie Allen are directors of both organisations and will be the main contacts and line managers for the role.

The rate of pay for this role is £8.91 per hour (National Living Wage).

This is a six month freelance contract for 585 hours of work (the equivalent of 22.5 hours a week) for a period of 26 weeks. The successful applicant will be responsible for their own tax and national insurance payments. Payments will be made on receipt of monthly invoices for completed hours. If you are not already registered as self-employed, advice on this can be offered.

The successful candidate will need to be available for a minimum of eight hours a week, (worked as one day or two half days) within working hours of 9.30am - 5.30pm, Monday to Friday. This is to allow for team working, meetings and training, and regular times will need to be agreed. Beyond this flexibility in terms of when hours are worked can be offered to allow for personal and other work or study commitments.

Neither Field Notes or Back Lane West has an office, so it is expected the intern will work primarily from their own home. Provided government restrictions allow, some team meetings in person will be scheduled in either Redruth, Helston, Penryn or near Hayle (the intern's location and ease of travel will be taken into consideration when scheduling in person meetings). Attendance at live events will also occasionally be required, to include the Back Lane West project space in Redruth and sites in the Camborne and Redruth areas.

The role will require access to a computer/laptop and internet connection, a small allowance is available if support is needed to achieve this.

This internship is part funded by Cultivator Cornwall. Cultivator is funded by the European Regional Development Fund, the European Social Fund, Arts Council England, Cornwall Council and HM Government.

Desirable skills:

We are interested to know about any practical or academic experience you have which may be relevant to the role, as well as your interest in visual arts and in working for these two organisations specifically.

We are looking for someone who:

- has strong communications skills, this might include experience of public facing roles and/or negotiation as well as written communication
- is well organised and will deal with tasks thoughtfully and with attention to detail
- has an interest in contemporary visual art and the desire to learn more, knowledge of or interest in artist led activity in the South West is particularly desirable
- has a good level of digital literacy, both organisations run using Google Drive applications and storage, with wordpress based websites and social media accounts (specific experience of these platforms will be useful, although not essential)
- works well as part of a team; is happy to take instruction, but is also keen to contribute to discussion and ideas
- is strongly motivated to develop a career in the creative arts sector

Application details:

Interested applicants should submit a CV and covering letter.

Please use the covering email to tell us a little bit about yourself, where you are based, why you are specifically interested in this role and your relevant skills and experience. Please try to keep your email to a maximum of 600 words and submit both your CV and covering letters as PDF attachments with your name as the file name - i.e. 'Name_CV' and 'Name_Cover_Letter'

We expect the successful candidate to be someone with most or all of the desirable skills outlined in this document, who is excited to join our team and for whom this role offers a useful opportunity to learn new skills and gain experience.

Applications should be sent to info@fieldnotes.org.uk with the subject line 'Internship Application'.

The application deadline is midnight Sunday 18th July.

Please contact us by email by Thursday 15th July if you have any questions about the role or if there are things we may be able to do to accommodate any access needs you have.

All applicants will be contacted by 23rd July.

Interviews for the post will take place in the week beginning 26th July with in person and online options available.

Due to the limited resources of our small team, feedback will be available to interviewed candidates only.

