

Press Intern

Salary

Unpaid internship

Department

Communications

Summary

This role sits within the Press Office, part of the Communications Department at Dulwich Picture Gallery which publicises the Gallery's exhibition, permanent collection, education and event programme through PR and Marketing activities.

Press interns have the opportunity to working closely alongside the Press and Communications Manager performing tasks vital to the operations of the department. The position also provides insight into how press and PR activities contribute to the wider Communications strategy, through liaising with the Communications Officer and Digital Communications Officer.

Responsibilities:

The successful applicant will gain practical experience of many aspects of Press as well as general office experience. An internship at Dulwich Picture Gallery is a great opportunity for anyone wanting to work in the visual arts or communications.

After three months in our Communications Team you will have:

- Experience of working in a busy Communications and Press office
- Experience of writing copy for Press Releases, blogs, website
- Experience of using Adobe InDesign to compile press materials
- A greater understanding of social media for Press use
- Experience of assisting at media events
- An understanding of different types of media
- An insight into working in the museum and gallery world

There will be a mixture of administrative and creative tasks.

Digital responsibilities:

- Compiling and sending monthly listings to the Gallery's press contacts
- Help build up the Gallery's press contacts using the paid-for media databases, social media and general research Saving press coverage and compiling reports
- Circulating press coverage internally
- Compiling image sheets for press use

Research

- Researching new arts publications and writers
- Creating new press lists using the Gallery's press database

Copy writing

- Drafting press releases
- Drafting news items for the Gallery's blog, working with other departments to collate information for this

Other responsibilities

- Helping to coordinate press filming and photography
- Taking part in meetings with other departments
- Contributing to press campaigns with ideas and research

Requirements

Person Specification:

- Studying for, or in possession of a BA in the arts/arts management/communication studies or other relevant communications or language based degree
- Excellent IT skills (Microsoft Office, Excel, Adobe Creative Suite)
- Excellent writing and proof reading skills
- Strong knowledge of/ interest in Art/Museums & Galleries
- A basic knowledge of arts publications or relevant media

Other details

You will work alongside the Press and Communications Manager. Hours 10am – 4pm (with an hour for lunch), 3 days per week. Internships are unpaid but travel up to £10 per day will be reimbursed.

Application

Please send a CV and cover letter to press@dulwichpicturegallery.org.uk or use the online form. Unfortunately we do not accept postal applications.

Your letter should explain why you want to gain experience in the Gallery's Communications Team, and what you think you could bring to the role. For further information about the internship please contact:

Louisa Bee, l.bee@dulwichpicturegallery.org.uk / 020 8299 8711

Deadline

We recruit interns on a rolling basis with interviews every three months. Please submit your application and we will consider you in the next round.