

DULWICH PICTURE GALLERY



Dulwich Picture Gallery, founded in 1811, is the world's first purpose-built public art gallery. We care for and display our outstanding collection of Old Master paintings within Sir John Soane's pioneering architecture. As an independent gallery, we remain true to our founders' purpose of presenting art 'for the inspection of the publick' by engaging as many people as possible, of all ages and backgrounds, through our innovative interpretation and exciting exhibitions programme.

Press Internship

2 days per week for 3 months

Salary: Internships are unpaid but travel up to £10 per day will be reimbursed.

Department: Communications

Other details

You will work alongside the Senior Press Officer. Hours 10am – 4pm (with an hour for lunch), 2 days per week.

Summary of role

An exciting opportunity to gain valuable experience in arts PR, in joining the busy Communications Department at Dulwich Picture Gallery, the press intern will support on projects across a wide number of areas including; the Gallery's exhibition programme, permanent collection, event programme and the 2019 Dulwich Pavilion. The press internship is for a period of three months.

This position works closely alongside the Senior Press Officer, performing tasks vital to the operations of the department. It also provides insight into how press and PR activities contribute to the overall communications strategy as well as the day-to-day running of the Gallery. An internship at Dulwich Picture Gallery is a great opportunity for anyone wanting to work in the visual arts or communications.

Responsibilities

The successful applicant will gain practical experience of many aspects of press and communications in an in-house environment including a mixture of administrative and creative tasks.

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 packs, blogs and the website
- Experience of engaging with social media influencers and bloggers
- 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
- Compiling and sending monthly listings to the Gallery's press contacts
- Saving press coverage and compiling reports
- Circulating press coverage internally
- Compiling image sheets for press use
- Submitting exhibitions and events to relevant listings websites
- Help to build up the Gallery's press and influencer contacts using the media database and other means of research
- Researching relevant new publications
- Creating new contact lists using the Gallery's press database
- Drafting news items for the Gallery's blog, working with other departments to collate information for this
- Producing other general written materials as required
- Helping to coordinate press filming and photography
- Compiling press packs for exhibitions and events
- 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

Application

Please send a CV and cover letter to m.molloy@dulwichpicturegallery.org.uk.

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: Meg Molloy: m.molloy@dulwichpicturegallery.org.uk / 020 8299 8715

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.