

# FREELANCE ROLE DESCRIPTION

## Creative Production Intern (Visual Arts & Heritage)

**Reports to:** Kate Farrell (Creative Producer), Tom Higham (Creative Director)

**Based:** Mixed remote and office working at Swinegate Court East, York, YO1 8AJ

**Fee:** £5,000

**Contract:** Freelance, up to 4 months, up to 24 hours per week, with open scope for flexible working. We would consider custom arrangements for the right candidate.

On rare occasions this role may also include some weekend working, or travel. The role is flexible but we would like you to come to the office at least once a week.

### Context

Art, Meet the Future.

Mediale is an international media arts agency. We develop, produce, exhibit and tour work from artists working around the blurred edges of digital art.

Dynamic and ambitious, Mediale represents a significant roster of artists and artworks.

We work year-round to develop and deliver new commissions, live events and artistic development. We deliver careful, long-term interventions & holistic artist development, whilst producing high profile arts events that stimulate new thinking.

Mediale maintains the highest possible standards of curation, delivery and production; commissioning and producing globally significant work that is accessible to all while championing diverse talent.

Through incorporating technologies into their works, the artists we work with bridge the gap between the new and the traditional, to challenge and inspire. We work alongside artists, building trust through our actions, not just our words, to create lasting relationships, collaborations and partnerships with those who share and champion our values.

Mediale is fundamentally focused on national and international impact. We take bold artistic risks, programming diverse, powerful and provocative work from across the globe.

Mediale is an independent arts charity, originally founded in 2016 to celebrate the designation of York as the UK's first and only UNESCO Creative City of Media Arts.

### The Role

We are excited to offer a programme of three, paid internships for early-career producers across a range of specialisms. This role, the Creative Production Intern (Visual Arts & Heritage) will receive 1-1 mentoring from our Creative Producer Kate Farrell. Kate specialises in visual and performance art practice, with extensive experience managing projects across the cultural sector for organisations

including Manchester International Festival, The Lowry, The V&A and BAFTA. At Mediale, she has produced [Observations on Being](#), a work developed by leading immersive art collective Marshmallow Laser Feast, for Coventry City of Culture 2021 and curated [Human Nature](#), a group exhibition presented at York Art Gallery. Kate is currently working across several projects developing our relationships with heritage venues across Yorkshire and beyond.

### **What we are looking for:**

- Confident, good communication skills, digitally aware
- Detail, deadline and target focused
- Creative, organised and dynamic
- A fast-paced, multitasker who can work proactively and reactively
- An interest in the arts/media arts, particularly in visual arts & heritage

### **What you can gain from this internship:**

- On the job mentoring and training from a nationally leading production team
- Access to networks of media art and creative technology funders, institutions, artists and sector conversations
- Technical skills in working with a range of softwares, suppliers, consultants and experts in their fields (remote working and project management tools such as google drive, slack, Trello, zoom, as well as technical production and delivery professionals, PR agencies, design companies, etc)
- Invaluable professional skills in working in a collaborative, supportive, high performance production team

### **Key roles will vary on a day to day basis but may include:**

- Supporting and providing assistance on the development of projects in collaboration with your line manager and the Creative Director, including curatorial research, systems management, artist liaison and administrative support
- Planning, creation and monitoring of timelines, monitoring, reporting and upkeep of budgets and the coordination of logistics to the exceptional standards across our programme
- Collaborating on writing reports, touring packs and evaluation documents
- Working with the team to develop long-term creative and strategic ideas
- Generating creative and engaging social media and website content alongside the rest of the team

## **Applications**

To apply, please submit CV/portfolio, covering letter (maximum 2 pages - or a 2 minute video) and equal opportunities form to Willow Bowen, [willow@mediale.org.uk](mailto:willow@mediale.org.uk) by the application closing date, 5pm on Monday 1st August 2022.

If applying in writing, please describe your suitability for the role, a little on why you are keen to join us, and 150 words on a relevant area of work or subject matter you are interested in (max 2 pages total).

If you would like to send a video, please use it to explain your previous relevant experience and why you would like to take on this role. Please include your name and the phrase 'Mediale Internship' in the subject line of your email.

Interviews will be held the week commencing 8th August.