



Summer 2020 Work Experience Programme

Are you passionate about pursuing a career in the arts? Do you believe in the power of digital to transform lives? We're looking for eight enthusiastic participants between the ages of 16-24 to join us in our London head office for our Summer 2020 Work Experience Programme.

About Art UK

Art UK is a cultural education charity on a mission to make the art in UK public collections accessible to everyone, for enjoyment, learning and research. We enable global audiences to learn about the nation's art collection by digitising artworks, telling the stories behind the art and creating exciting opportunities for public interaction with art, both online and offline.

Originally focused on oil paintings, our scope has recently widened to include prints, drawings, watercolours and, most recently, sculpture. We are currently documenting and digitising the nation's sculptures – both in collections and in public spaces. This exciting project has major funding from the National Lottery Heritage Fund and is due to be completed in 2020.

We play a major role supporting public art collections by improving their accessibility and sustainability. Although we are a relatively small charity, our platform is shared by over 3,250 UK art collections and over two million people use our website each year. No other country in the world has a resource like Art UK.

Art UK is the operating name of the Public Catalogue Foundation, a charity registered in England and Wales (1096185) and in Scotland (SC048601). For more information, please visit artuk.org.

About the opportunity

You'll join us in our London head office for a week-long placement where we involve you fully in the work that we do. We schedule a full programme of activities that will enable you to develop your skills, build your confidence, and learn more about the variety of career opportunities available in the arts and heritage sector.

The programme involves spending time with each department in our organisation; Commercial, Content, Copyright & Licensing, Development, Editorial, Learning & Engagement, and Operations. The activities we offer closely relate to our core activities and the projects taking place during that given time period, and we encourage all staff members involved to speak about their own careers to give you an insight into the different career paths that have brought staff to their current roles.

We ask all applicants to complete a short questionnaire as part of your application so that we may use your responses to tailor activities to your areas of interest where possible. Throughout your placement we'll be encouraging you to give your opinion to us freely and provide feedback to ensure you get the most out of your week with us and to help us develop our programme.

At the end of your placement you'll also have a reflection and careers session. In this we offer advice and tips on finding paid and voluntary positions, spend time looking at the application and recruitment process, offer advice on writing applications and CVs, and share tips on how to prepare for and conduct yourself during interviews, with both employment and further education in mind.

Key information

- Monday to Friday from 9.30am to 4.30pm, with 1 hour lunch break
- Based at our Central London office, easily accessible by public transport
- Reimbursement of travel expenses with valid receipts
- Applications open to participants aged 16-24

Please note that we only take on one individual per week to ensure we can provide the best support and experience possible to all participants.

Dates options available

- Week 1: Monday 6th to Friday 10th July
- Week 2: Monday 13th to Friday 17th July
- Week 3: Monday 20th to Friday 24th July
- Week 4: Monday 27th to Friday 31st July
- Week 5: Monday 3rd to Friday 7th August
- Week 6: Monday 10th to Friday 14th August
- Week 7: Monday 17th to Friday 21st August
- Week 8: Monday 24th to Friday 28th August

Application

Please download both the Work Experience application form and the Equality, Diversity and Inclusion Monitoring form from our website www.artuk.org/participate/work-experience. To apply, please complete both forms and submit these to recruitment@artuk.org by 9am on Tuesday 4th February 2020. If you are experiencing issues downloading the documents, please contact info@artuk.org to obtain copies of both forms.

Shortlisted candidates will be invited to undertake a telephone interview on Wednesday 12th February. If you are not available on this date please advise us when you submit your application, offering an alternative date that you are available within w/c 10th February. Successful candidates will be contacted shortly after interviews have taken place to offer them a placement.

Please note that as we only have a limited number of work experience opportunities available we are not able to offer placements to all applicants. However, we will contact all applicants to advise them of the status of their application no later than a fortnight after the telephone interview date.

Thank you for your interest in the Art UK Summer Work Experience Programme