

## Education and Events Internship

The Bulldog Trust has developed an internship programme to help individuals looking to gain skills and experience working in a museum or gallery environment. This paid internship will be based at Two Temple Place, headquarters of the Bulldog Trust, which becomes an exhibition venue for three months each year.

**Job Title:** Education and Events Coordinator

**Reporting to:** Programme Manager

**Location:** Two Temple Place, London WC2R 3BD

**Contract:** Fixed Term Paid Internship (5 days per week)

**Employment Term:** mid-September 2017 to end April 2018

**Remuneration:** Salaried at London living wage

### Role Description:

This internship will give the successful applicant valuable work experience and an insight into how events and education projects are run in a small but busy exhibition space.

The intern will be responsible for liaising with schools to book all school visits, coordinating the education programme of events and workshops as well as assisting and supporting the team with managing exhibition events and day-to-day administration.

This is a full-time, 5 day a week paid internship. The intern will be willing and enthusiastic to help with a range of events throughout the exhibition, including some evenings. They will be expected to work at weekends during the exhibition period and until 9pm on some Wednesdays, as part of our Wednesday Late openings.

### Background:

The Bulldog Trust is a charitable trust that has given financial and advisory assistance to charities for over 25 years. The trust is housed within Two Temple Place, a magnificent late-Victorian mansion on the Embankment. In 2011 the Bulldog Trust started a project to host annual exhibitions at Two Temple Place and in October of that year opened its doors for the first time with the exhibition '*William Morris: Story, Memory, Myth*'. The exhibition was attended by over 50,000 visitors and 35 groups of 5-11 year olds (over 1000 school children) came to the specially devised education workshops provided by *TheWholeStory*. The exhibition programme has since continued to be enormously successful and has now attracted over 200,000 visitors to Two Temple Place.

We are now preparing to host our seventh exhibition, **Age of Jazz** (working title) from 27th January until 22<sup>nd</sup> April 2018. Marking 100 years of jazz reaching Britain, **Age of Jazz** will explore the impact that jazz had on Britons from 1918. Jazz is well-understood as a soundtrack to the interwar years, but its reception was always complex. In Britain, jazz provoked reactions ranging



from devotion to abhorrence when first the idea and then the sound of the music entered the consciousness of the British public in the aftermath of the First World War. While jazz has underscored some key exhibitions on this period in the past decade, **Age of Jazz** explores the aesthetic and cultural impact of the music on artists and society at large. It examines how Britons encountered jazz and in particular, how art produced in response to jazz represented or influenced perceptions of the genre.

Our education and events programmes are developed and adapted each year to compliment the exhibition theme and are a central part of the Bulldog Trust's ongoing drive to engage with increasingly diverse audiences in London. Past events have included craft and drawing workshops, dance, live music performances, panel discussions, lectures, and candlelit story telling.

Further information is available on our website: [www.twotempleplace.org](http://www.twotempleplace.org)

### **Responsibilities:**

- Liaise with and support workshop providers, *TheWholeStory* to deliver education workshops.
- Act as main point of contact for schools on the day and in the run up to their visit:
  - Book in primary schools to the workshops and maintain calendar.
  - Maintain contact with primary schools attending workshops, through regular email and telephone correspondence.
  - Meet and greet the schools on arrival.
  - Follow up with the schools as appropriate.
- Assist with the programming of family and children's events, including production of a gallery trail.
- Assist with delivery and smooth running of exhibition events, including the 'Wednesday Late' series and other daytime and evening events.
- Support the duty managers with events and day-to-day tasks in the galleries.
- Answer telephone and e-mail enquiries, taking messages and relaying information where appropriate.
- Ensure that the education room is tidy and well stocked for school use.
- Running errands and supporting day-to-day running of the offices.
- Support the duty managers with front of house organisation, including helping volunteers and visitors in the galleries and the exhibition shop.

This is not an exhaustive list of duties and management may, at any time, allocate other tasks and responsibilities. As part of a small exhibitions team the candidate should be ready and willing to assist with all aspects of team planning, administration and operations.

### **Person Specification:**

Essential attributes:

- Enthusiastic, hardworking and friendly, with a proactive, 'can do' attitude.
- Educated to degree level, with a good academic record.
- Highly organised, with ability to prioritise varied and busy workload and ability to effectively manage work to meet deadlines.
- Ability to take initiative and work independently, with minimal supervision, as part of a small team.
- Helpful and positive attitude.



- Excellent attention to detail and high level of accuracy.
- Strong verbal and written communication skills.
- Good customer service skills and enthusiasm for working with volunteers and a wide range of visitors.
- Good computer literacy (Outlook, Excel, Word)
- An interest in the arts, museums, events and education.
- Willingness to work flexible hours as required by the exhibition schedule.

Desirable attributes:

- Experience of working with children and young people.
- Experience with social media (Facebook, Twitter, Instagram) and websites.

**How to Apply:**

To apply, please send a CV and a covering letter detailing in a maximum of 600 words:

- Why you are interested in the role and how it fits your career aspirations.
- How your skills and experience match the requirements of the job description.

*Additional Task:* As part of your role as Events and Education Coordinator, you will be tasked to produce a *low-cost, exciting and engaging* exhibition trail, which will be offered free of charge to families during their visit. As part of your application, please include some ideas about how you would create this trail and what you think the main aim of this trail should be.

Please send your application FAO Hannah Jordan to [info@twotempleplace.org](mailto:info@twotempleplace.org) 'Education and Events Internship' in the subject line.

Deadline for applications: 9am on Tuesday 15th August  
Interviews will be held: Friday 18th and Tuesday 22nd August

**Equal Opportunities:**

The Bulldog Trust is committed to providing equal opportunities without regard to race, religion, nationality, gender, sexuality, disability or age. We welcome applications from all qualified candidates.

