

VAN EYCK

Description internship Van Eyck

- Institution: Van Eyck, Multiform institute for fine art, design and reflection
- Time schedule: 6 January 2020 – Mid March 2019 (end date in mutual agreement)
- Hours: 16 to 20 hours per week (flexible)
From end February to mid March at least 24 hours p/w

The intern will mainly work on the organization of the OPEN STUDIOS, which is planned on 5, 6 and 7 March 2020. The participants of the Van Eyck (45 in total) will show their work to the public. The presentations will have different formats such as an exhibition, presentations of art in a studio, lectures, performances, screenings and tours. One day will be only for VIP-guests, another day will be for professionals and the last days will be for the general public

Tasks:

- Help organizing the exhibitions/shows
 - Making an inventory what is needed (technic, materials)
 - Organizing the technic together with the technical assistant
 - Making a floor plan of all the presentations in the building and grounds of the Van Eyck
 - Assisting in making a schedule/planning for the setting-up and breaking down of the exhibition
- Help organizing the events
 - Making a day schedule
 - Make inventory what is needed for the lectures/presentations
 - Help organizing the catering during the event
 - Assisting in making a schedule/planning for staff and volunteers
- Help with the PR and communication for this event
 - putting together the VIP guest-list and the professionals guest-list
 - assisting in the communication-procedure (in cooperation with the colleagues of communication).

Other tasks:

- Follow up in the daily programme of the Van Eyck
- Answering phone calls, mails, questions about the daily programme

Learning goals:

- Get an understanding of how a post academic institute works / its core-business: research in and production of art.
- Get an understanding of the work involved in organizing an event, from the planning to the PR to the execution
- Get an understanding of the work involved in organizing an exhibition, from the planning to the PR to the set-up
- Experience the Van Eyck, a cultural institution on a day to day basis: learn about its activities and plans (and the activities/plans of the participants, advisors, other parties involved) and learn how to communicate those both online and offline.

We are looking for:

- bachelor or master student
- good knowledge of English in writing and speaking
- knowledge in Dutch is a plus
- organizational skills
- affiliation with and interest in contemporary art
- flexibility