



Description internship Van Eyck

- Institution: Van Eyck, Multiform institute for fine art, design and reflection (www.janvaneyck.nl)
- Time schedule: 15 November 2014 – March 2015 (excluding Christmas holiday)
- Hours: 16 hours per week (flexible)

The Van Eyck is a post-academic institute based in Maastricht. The Van Eyck invites around 40 artists, designers, photographers, architects, curators, writers, and thinkers a year, to apply for a work period at the Jan van Eyck Academie for 4 up to 12 months. Participants are given the time and space that is needed to develop their talents, to discover as yet unexplored perspectives and delve into deeper layers of themselves.

The Van Eyck runs a programme of exhibitions, lectures and studio visits.

The intern (Bachelor) will be working on the general programme of the institute and will be coordinating the arrangements involving the participants.

Tasks:

- Answering questions and informing current and new, arriving participants
- Administrative tasks concerning the participants
- Apply for Visa
- Planning of working periods and studios for participants
- Co-coordinating the arrival and departure of the participants and (guest) advisors of the Van Eyck
- Planning and organizing the programme (inviting (guest) advisors, organizing lectures, etc.)

Learning goals:

- Get an understanding of how a post-academic institute works and experience it hands-on
- 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)
- Learn to make arrangements for others
- Applying visa, arranging travel, arranging accommodation
- Learn how to make an overview of different schedules
- How to communicate programme and internal arrangements to others

Interested? Please send an e-mail with your CV and a short motivation to Madeleine.bisscheroux@janvaneyck.nl before 25 September 2014