**Fabrica Student Placement - Audience Development**

**Application Pack**

12-month placement, February 2020 - January 2021.

One day per week. Unpaid.

Fabrica, Brighton’s Centre for Contemporary Art, is delighted offer specialist placements to motivated and proactive students interested in working at a vibrant contemporary art gallery in the heart of Brighton.

The Audience Development Placement is for students who are interested in arts engagement and who is looking to develop their own professional skills. During this placement you will gain front-of-house and behind-the-scenes knowledge and experience in: administration, recruitment, volunteer management, events organisation, education, participation, fundraising, data collation and marketing.

The successful candidate will spend 3 months with the office manager to gain an overall understanding of the organisation and develop their own admin skills, followed by 9 months with the Audience Development Manager to develop our programme of events and projects to attract new audiences.

During your placement you’ll understand Fabrica’s mission as an organisation and gain in-depth experience in Audience Development. You will also take on specific projects, in particular you will work with our events and engagement team to plan and coordinate our Chomp events, which offer a creative lunch club for families.

*“Being an Audience Development placement has provided a extra layer of learning that has enriched and supported my MA at the University of Brighton.*

*“I felt like the placement is really structured around my learning and development - every day has been different and thrown up new and exciting opportunities for me which have developed into projects beyond the student placement.”* - Student Placement 2017

This is a 12-month, unpaid placement, where you will be committed to Fabrica one day per week, negotiated around your schedule and Fabrica programme. Outside these hours and where possible, you will be able to engage with Fabrica’s volunteer and public programmes, which will help you to get the most out of your placement.

Our experienced staff provide a supportive and friendly environment to learn the professional skills necessary to work successfully in the arts.

A passion for visual arts is essential as well as good customer care skills, excellent time management, a pro-active attitude, willingness to learn and the desire to engage with all aspects of Fabrica. Working independently and alongside the Office Manager and Audience Development Manager in a busy and dynamic office, you will gain essential skills vital in developing a career in the arts.

**Duties working with:**

**Office Administrator:**

* Welcome visitors and deal with enquiries in person, by phone and email.
* Help with general administration in the office such as research, archiving, data collation and updating information on database.
* Lead and take staff meeting minutes.

**Audience Development Manager**

* Develop databases and relationships with schools and community groups as well as other arts organisations and arts professionals
* Assist on Fabrica projects working with specific groups as appropriate and dependent on your interest.
* Coordinate Fabrica’s Chomp activities for families and young people.
* Help bridge the gap between Fabrica and people in the city who might not usually engage with contemporary art, including younger and older people and people with disabilities.
* Develop and maintain marketing streams to reach new and specific audiences including the use of social media
* Work with artists, staff and freelancers on our events programme. Assist on specific, audience-focussed events with the potential of running an event during the placement.
* Develop our resources to make Fabrica as welcoming and accessible as possible.

**Essential criteria:**

Experience of volunteering in the arts

Passion for the arts and working with the wider communities

Proactive attitude, eager to learn and develop transferable skills

Happy to work in a team as well as on your own

Good written and verbal communication skills along with good time management

Good IT skills

Where possible, the candidate should be available on Mondays during the school holidays (half terms and summer) to support Chomp events.

Your line manager will meet with you regularly to check your placement progression and learning outcomes.

**Application process**

To apply, email a completed Application Form, CV and Monitoring Form to office@fabrica.org.uk with the subject heading *Fabrica Student Placement: Audience Development* by the application deadline.

**Application deadline:** 12pm on Monday 16 December 2019

**Interviews** will take place during the week commencing 13 January 2020

**Placement Start Date**

You will start in the week commencing 3 February 2020

If you have any questions regarding this placement, please email the office on office@fabrica.org.uk

Thank you for your interest in Fabrica and we look forward to receiving your application.

**Other Opportunities at Fabrica**

If you are interested in gaining experience in another area of arts management, Fabrica also offers various Student Placements throughout the year including Front of House Management, Financial Management and Marketing & Communications. Please email office@fabrica.org.uk to join a Student Placement email listing for ongoing opportunities.

Fabrica also runs an exceptional year-round Volunteer Programme - [click here for more details.](https://www.fabrica.org.uk/volunteering)