



Job Description

Job Title	Communications Intern
Location	Cass Sculpture Foundation, Goodwood, Chichester
Reports to	Ellie Field, Communications Assistant
Salary	National Minimum Wage

Background

Cass Sculpture Foundation is a not-for-profit commissioning and educational organisation that provides a platform for artists to achieve new levels of ambition and share their work with a wider audience.

Founded in 1992 by Wilfred and Jeannette Cass. Set within twenty-six acres of West Sussex countryside, the Foundation was conceived as a unique not-for-profit organisation. It is composed of exhibition spaces, an archive, an educational resource and a commissioning body.

Profoundly committed to fostering new, as well as established talent, the organisation commissions as many as 15 works every year. It is consequently home to a constantly evolving display that has included sculptures by Antony Caro, Eduardo Paolozzi, Rachel Whiteread, Tony Cragg, Antony Gormley and Sara Barker amongst others.

All of the works on display are available for sale, with proceeds split equally between the artist and the organisation in order to facilitate new commissions. This policy fosters a cycle of creativity, realised on a monumental scale.

Each year, the organisation's curatorial team invites a selection of carefully researched artists to submit proposals in the form of drawings and maquettes (small working models) for consideration. These proposals are then incorporated into the Archive, an onsite resource that is available to view by appointment. CASS supports its commissioned artists at every step of the process, from conception to fabrication and eventually to display. As such, it provides exceptional opportunities for sculptors in the UK as well as internationally, and at varying stages in their careers.

The commissioning process established by CASS has become a widely emulated model. Appealing to corporate companies and public institutions alike, the Foundation has project-managed commissions in London, Hong Kong and Singapore; and consulted on the establishment of sculpture parks in China, India and Norway.

CASS is committed to developing new opportunities for the display of contemporary sculpture in the public realm. CASS established the commissioning process and commissioned the first three sculptures on the Fourth Plinth, Trafalgar Square. It organised and curated British sculptor Tony Cragg's first large-scale solo exhibition along Exhibition Road in London for the London 2012 Festival. Most recently, a major exhibition of new outdoor sculptures created by 16 contemporary Chinese artists will open in May 2016.

As motivated by education and the public display of outdoor sculpture as by the commissioning process, CASS is open to visitors from April to November and organises ambitious and diverse



exhibitions. The result is a pioneering not-for-profit organisation that inspires, enables and presents the output of some of the most important figures in contemporary sculpture.

Job Purpose

Support the Communications Assistant to develop and deliver the strategic communications goals as set by the Communications Assistant and Operations Manager. Ensuring that all materials are in-line with the organisations brand guidelines and that all content is accurate and in-line with the key messaging.

Primary Duties and Responsibilities;

Responsible for creating design layouts;

- Using pre-designed corporate templates, create and update print and digital materials such as but not limited to; visitor guides, leaflets, event invitations, adverts and newsletters.

Responsible for delivering the communications strategy;

- Deliver the website content schedule, updating content monthly.
- Deliver the newsletter schedule, creating and distributing newsletters two- three times a month.
- Deliver the blog schedule, publishing posts to deadline twice monthly.
- Deliver the Visitor and Exhibition campaign strategies, creating campaigns as required.
- Deliver the social media strategy as set by the Communications Assistant, publishing content daily.
- Create and deliver the social media schedule monthly.

Responsible for the development of content;

- Ensure that all key activity is documented daily, including but not limited to; installations, restoration, events, artist visits, studio visits, opportunistic content (such as sheep breaking into the grounds). Ensuring that all film and photography is of a high technical and formal quality.
- Draft and proofread copy content as required.

Responsible for administrative tasks;

- Catalogue and archive all content material on a daily basis, including; photography, film and copy.
- Complete general administrative tasks as requested by senior members of staff.
- Keep accurate records at all times, saving daily documents to the organisations onsite server.
- Enter data, on a weekly basis, to the organisations contacts and collections management databases.

Responsible for generating monthly reports;



- Create monthly communications reports for; Customer Relationship Management, Social Media, Website Statistics, Campaigns.

Responsible for representing the organisation as front of house, following the protocol outlined in the internship manual;

- Answer daily phone calls with a friendly and helpful manner.
- Meet and greet visitors as requested by the Head of Visitor Services.
- Meet and greet guests of the organisation daily.

Required knowledge, qualifications, skills and personal qualities

- Excellent written skills.
- Confident with Microsoft Office, Indesign and Photoshop.
- Excellent written skills.
- Confident with Twitter, Facebook and Instagram.
- A basic understanding of Photography.
- Confident with general I.T.
- Strong communication, interpersonal and team skills.
- Proactive and positive approach to assisting with the delivery of projects.
- Hardworking, flexible and reliable.
- Passionate, dedicated and driven to succeed.
- The ability to uphold confidential information.

Desirable

- Experience working in an arts organisation, museum, gallery, auction house or charity.
- University degree in a related field or equivalent industry experience.