



Job Description

Job Title	Curatorial Intern
Location	Cass Sculpture Foundation, Goodwood, Chichester
Reports to	Helen Turner, Curatorial Assistant

About Cass Sculpture Foundation

We are an international authority on the commissioning and exhibiting of large-scale sculpture for major sculpture parks, museums, corporates, important collectors and public spaces around the world.

Founded as a charity 21 years ago by Wilfred and Jeannette Cass, we have commissioned and exhibited over 400 works from over 200 established and emerging artists.

Our grounds are home to an ever-changing display of 70 - 80 monumental sculptures, all of which are for sale. The proceeds are split evenly between the artist and future commissioning projects to fulfil the Foundation's mission to provide support and opportunities for artists at different stages of their careers.

The Curatorial intern will work directly alongside the Curatorial Assistant and Curatorial Director to facilitate and enable the commission of several new annual sculptures by emerging, mid career and established artists. This is an exciting opportunity for someone with a passion for contemporary art and a desire to gain experience and learn about the commissioning process of a public interfacing institution and charity.

Responsibilities

- Assist the Curatorial Assistant with any given task relating to curatorial projects, on-site, off-site or online.
- Monitor social media content, and social media management relating to our programme, artists and activity of those related to CASS
- Data upkeep of all information affiliated with CASS and it's curatorial programme, that includes but is not limited to artist bios and CVs of pre-existing and upcoming projects/events.
- Proof-read and edit all texts that will go online or used in studio, gallery or site visits by Curatorial Director and Curatorial Assistant.
- Help to research potential artists, curators and writers for upcoming exhibitions or online residencies.
- Liase with artists and their assistants, fabricators, galleries or studios when necessary.
- Assist with management, content and schedule of CASS blog
- Write up contact reports with artists, curators, partner organisations etc.
- Help to organise trips and book accommodation for Curatorial Director, Curatorial Assistant, visiting artists, patrons etc.
- Ensure loan or consignment agreements are up to date and filed in correct place. Alert Curatorial Assistant of any impending consignment deadlines in order to facilitate extension or organise delivery.
- Ensure commission contracts are up to date and signed by all parties involved.



- Maintain Archive and help to curate space for new exhibitions
- Assist Visitor services department in the provision of ground, archive or kiln tours.
- Communicate and assist where necessary with the technical team in order to arrange deliveries, source quotes for materials or realise an ambitious project in the grounds.

Essential

- Strong communication, interpersonal, writing, reading and research skills
- Good written and spoken English
- Interest and passion for contemporary Art and Design
- Hardworking, flexible, reliable
- The ability to uphold confidential information
- Proactive and positive approach to assisting with the delivery of projects
- Confident with Microsoft Office
- Confident with general IT
- Must have own transport / means of getting to the Foundation
- Excellent attention to detail

Desirable

- Contemporary Arts based degree or equivalent industry experience
- Experience working in an arts institution or with artists.
- Awareness of contemporary art in both London, regionally and internationally.
- Desire to work on a practical level
- Good grasp of social media
- Understanding of Adobe suite: Photoshop, Indesign etc.