



## **Job Description**

<b>Job Title</b>	Communications Intern
<b>Location</b>	Cass Sculpture Foundation, Goodwood, Chichester
<b>Reports to</b>	Ellie Field - Communications Officer
<b>Paid</b>	Minimum wage
<b>Hours</b>	Full time, 9am-5pm
<b>Duration</b>	6 months

## **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

## **Responsibilities**

- Assist with the production of social media schedules and the monitoring of social media account
- Collation of social media analytics and achieved press
- Assist the Communications Officer with any given task relating to visual communications, press relations, and marketing strategies
- Website & online event page updates - correcting errors/adding content
- General photography of the grounds, events, and activities for social media content
- Update and manage templates for communications materials (such as posters and flyers)
- Production of printed and online materials - maquette tents/PDF documents eg. education packs/social media graphics
- General administrative tasks
- Undertake research as requested
- Answering telephones
- Tea and coffee duties
- IT Support

**Essential**

- Strong communication and interpersonal skills
- Good written and spoken English
- Interest in and understanding of 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, InDesign and Photoshop
- Confident with photography
- Confident with general IT
- Must have own transport / means of getting to the Foundation

**Desirable**

- Arts based degree or equivalent industry experience
- Experience working in an arts institution