





Erasmus+ Student Traineeship in the UK

| ENADLOVED INCODAGE | TION | | |
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| EMIPLOYER INFORMA | EMPLOYER INFORMATION | | |
| Name of organisation | IMT Gallery (IMT SPACE LIMITED) | | |
| Address inc post code | Unit 2/210 Cambridge Heath Road, London E2 9NQ, UK | | |
| Telephone | + 44 (0) 20 8980 5475 | | |
| Fax | N/A | | |
| E-mail | lindsay@imagemusictext.com | | |
| Website | www.imagemusictext.com | | |
| Number of employees | 4 | | |
| Short description of the company | IMT Gallery is a contemporary art gallery based in London. The gallery has become known for its innovative site-specific installations, its championing of sound art and of artists working across media. Alongside work by emerging artists the gallery has exhibited work by established figures such as William S. Burroughs, Brion Gysin, Ray Johnson and Józef Robakowski. The gallery has commissioned and exhibited works with support from the Arts Council England, the Henry Moore Foundation, The Danish Arts Foundation, Institut Français, OCA: Office for Contemporary Art Norway, the Polish Cultural Institute among others. The gallery represents David Burrows, Lotte Rose Kjær Skau, Laura Pawela, Plastique Fantastique, Gordon Shrigley, NaoKo TakaHashi and Mark Peter Wright. | | |
| CONTACT DETAILS | CONTACT DETAILS | | |
| Contact person for this traineeship | Lindsay Friend | | |
| Department and designation / job title | Administration department / Intern | | |
| Direct telephone number | + 44 (0) 20 8980 5475 | | |
| E-mail address | lindsay@imagemusictext.com | | |
| Application Procedure | Application Procedure | | |

| Who to apply to (including contact details) | Lindsay Friend: lindsay@imagemusictext.com |
|---|--|
| Deadline for applications | 1 st March 2015 |
| Application process | Covering letter and CV sent by email |
| Other | |

Please provide as much information on the placement as possible – too much information is better than not enough!

| PLACEMENT INFORM | PLACEMENT INFORMATION | | |
|--|--|--|--|
| Department / Function | Administration department / to assist the Director in the following areas: marketing, inventory management and research. | | |
| Description of activities | Activities will include: | | |
| | Front of house duties (invigilation, communicating with the public) | | |
| | Marketing and promotion of the organisation, exhibitions, events and represented artists | | |
| | Inventory/documentation management | | |
| | Management of represented artist's portfolios | | |
| | Researching opportunities for represented artists | | |
| | Networking at events held at the gallery and attending previews and exhibitions elsewhere | | |
| Location | IMT Gallery based in Bethnal Green at Unit 2/210 Cambridge Heath Road, London E2 9NQ, UK | | |
| Start Date | June 2015 | | |
| Duration | Minimum 3 month | | |
| Working hours per week | 40 hours per week | | |
| Accommodation (please select) | ☐ Accommodation will be provided | | |
| | ✓We can assist with finding accommodation | | |
| | ☐ Student to make own arrangements | | |
| Details of financial and "in kind" support to be | Assistance in finding suitable accommodation | | |

| provided | |
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| Other | |

| COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS | | |
|---|--|--|
| Languages and level of competence required | Proficient in English with good written ability | |
| Computer skills and level of skills required | Computer literate including the use of Microsoft word, email and internet. | |
| Drivers license | Not necessary | |
| Other | | |

| INFORMATION PROVIDED BY | | |
|-------------------------|----------------------------|--|
| Name | Lindsay Friend | |
| Department / Function | Director | |
| E-mail address | lindsay@imagemusictext.com | |
| Phone number(s) | + 44 (0) 20 8980 5475 | |
| Date | 4th November 2014 | |