

Spring / summer internship

The Koestler Trust, the UK's best known prison arts charity, is looking for a small team of reliable, enthusiastic volunteers to help run the judging process of the 2010 Koestler Awards.

From early March the Koestler Arts Centre starts to fill up with entries from prisons, special hospitals, secure children's homes, immigration removal centres and people on probation across the UK. We receive an amazing range of visual work including paintings, drawings, pottery, textiles and beauty and design projects, as well as non-visual work including poetry, fiction, music and radio production.

The Trust, based outside Wormwood Scrubs prison in West London, relies on interns to commit to a three month period of a minimum of 2 or 3 days a week to work as part of our busy, friendly team, which includes ex-offenders as staff and volunteers, to help us through the summer period. Interns will be working as a team, alongside our other staff and volunteers, to open packages, log artwork, display work for judging and to assist our judges as they make selections for top awards.

On successful completion of the internship we will be glad to help you with references for future work.

Duties

Assisting with the judging process by guiding judges round the arts centre and noting their decisions accurately

Writing feedback on artworks –focussing on artforms that the intern has knowledge about

Moving boxes and artwork around the Koestler Arts Centre

Opening packages sent in from hundreds of establishments and individuals from across the UK

Following the Trust's procedures to log in visual and non-visual artwork

Reporting any damage to artwork following the Trust's procedures

Displaying work for the judging process

Discarding or storing packaging material, and helping to keep the building neat

Person specification

1. The work can be repetitive and manual – a real passion for the arts will keep it exciting and interesting
2. Physical dexterity to handle larger items, and to look after fragile ones
3. An eye for detail – getting the work logged in accurately is crucial to the smooth running of everything else we do

4. Ability to write clearly, quickly and constructively about one or more artforms (see Koestler Awards entry form on our website for a list of all the artforms)
5. Enthusiasm for the aims of the Trust
6. Ability to work as a team

Start date

As we would like to have interns see the project through from the start to finish we would ask for a commitment of 3 months for a minimum 2 or 3 days a week starting in April.

To apply

Please complete the internship application form, available on the jobs page of our website www.koestlertrust.org.uk , and email or mail along with your CV and a brief covering letter, explaining why you would like to do the internship, and your availability during the internship period, to fcurren@koestlertrust.org.uk or Fiona Curran, Director of Arts, Koestler Trust, 168a Du Cane Rd, London W12 0TX by Friday 26th March 2010.