

Roman Road

Digital Content and Gallery Intern
Paid Internship | 2 days per week

Application Deadline: 28 April 2023
Start Date: Week commencing 05 June 2023

Roman Road
50 Golborne Road
London W10 5PR



ROMAN ROAD

JOB INFORMATION

DIGITAL CONTENT AND GALLERY INTERN

Part-time (min. 2 days per week)

Job Title

Digital Content and Gallery Intern
(Paid Internship)

Job Description

General tasks:

- Undertake research on topics related to the gallery's artists and programme, or of interest to the gallery director.
- Save and manage articles and essays related to areas of interest for the gallery.
- Manage and add bibliographic references, exhibition history and provenance information for artworks on the gallery's database, when relevant.
- Learn to use the RR database and keep it updated.
- Create PDFs (following a template) presenting artists works and practice.
- Occasional ad hoc tasks related to upcoming exhibitions.
- Updating and maintaining the gallery website -making sure the latest news are online.

Promotional and branding:

- Manage and grow the gallery's Instagram account, planning and implementing content.
- Monitor engagement for Instagram and suggest strategies for improved engagement.
- Organise occasional talks and events to support the gallery's programme.

ROMAN ROAD

Job Location	Roman Road 50 Golborne Road London W10 5PR
Degrees Wanted	Applicants must be a recent graduate or studying for a BA or MA in an art related subject.
Special Skills Wanted	Excellent writing, communication, research and organisational skills. Highly motivated with a keen attention to detail. Ability to produce accurate and consistent work and to manage multiple projects. Applicants should also have a strong knowledge and interest in modern and contemporary art.
Application Deadline	28 April 2023
Salary/Pay	£75/ day
Start Date	Week commencing 05 June 2023 (with availability in the last week of May for a training day)
How To Apply	Please send your CV and a cover letter (no more than 500 words) to marisa@romanroad.com stating '[Your Name] Application: Digital Content and Gallery Intern' in the subject line. Please include work experience, a list of relevant academic courses, computing and language skills, and any relevant published work in your CV. Please also attach a 3-5 page writing sample that demonstrates your research and composition skills. An excerpt from a recent academic paper is acceptable.
Contact	Marisa Bellani Director and Founder 50 Golborne Road London W10 5PR +44 (0)7503 416993 marisa@romanroad.com
Employer Website	www.romanroad.com