**Erasmus Student Work Placement**

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| **EMPLOYER INFORMATION** | |
| Name of organisation | The Wild Pansy Press |
| Address inc post code | The Wild Pansy Press, School of Fine Art, University of Leeds, Leeds LS2 9JT UK |
| Telephone | +44(0)11334 37634/35198 |
| E-mail | wpp@leeds.ac.uk |
| Website | www.wildpansypress.com |
| Number of employees | 2 |
| Short description of the company | The Wild Pansy Press is a collective art practice and publishing project based in the School of Fine Art, University of Leeds; our work explores publication in its widest sense as a way of making and a way of distributing art. We also run a small gallery space within the University, an annual Artists’ Book Fair and a portable, nomadic project space - the Portable Reading Room - which tours to various venues.  There is a core team of two directors, who are also academic staff in the School of Fine Art and practising artists, plus a wider group of participating artists, writers and student volunteers. Our publications are developed through close cooperation with contributors and we are committed to social inclusivity, creative excellence and educational outreach.  Wild Pansy Press is a not-for-profit organisation. |
| **CONTACT DETAILS** | |
| Contact person for this placement | Simon Lewandowski |
| Department and designation / job title | Co-Director Wild Pansy Press/ Lecturer in Fine Art |
| Direct telephone number | +44(0)7941717404 |
| E-mail address | s.lewandowski@leeds.ac.uk |
| **Application Procedure** | |
| Who to apply to (including. contact details) | Simon Lewandowski, |
| Deadline for applications | We will accept applications at any time up to June 30th 2013. Applicants interested in starting at the beginning of Semester 2 (January 2013) please indicate in covering letter. |
| Application process | 1. Send us your CV with a cover letter – we will then have a look into them 2. If your CV and letter fits to our needs you will receive an invitation for a phone/skype interview with the directors 3. Based on how you perform over the course of the questionnaire and the interview, we will decide whether to make an offer for the internship position to you. |
| Other |  |

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

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| **PLACEMENT INFORMATION** | |
| Department / Function | Marketing Intern |
| Description of activities | * Assist the WPP Directors and other staff in the organisation of the Portable Reading Room touring schedule, publication launches and Project Space events * Assist exhibiting artists with the installation of work in the Project Space and Portable Reading Room (this may involve some travel and off-site working.) * Research other outlets for WPP products and services * Collate and maintain WPP mailing lists * Research and Develop the use of social networking for marketing and publicising WPP and its activities and developing new audiences |
| Location | School of Fine Art, Univeristy of Leeds. |
| Start Date | January 28th 2013/September 30th 2013 These are flexible and can be altered to suit applicants’ availability |
| Duration | 6 months/10 months |
| Working hours per week | 25 |
| Accommodation (please select) | X Student to make own arrangements  (The university may be able to assist with finding accommodation) |
| Details of financial and “in kind” support to be provided | Subsistence and travel when working off-site. Access to training and facilities within the University: the intern can audit courses and workshops run by the School of Fine Art as well as engaging in the creative life of the School - using workshops and equipment for their own work if they are a practitioner. |
| Other |  |

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| **COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS** | |
| Languages and level of competence required | * Student about to graduate or graduated within the last year * Profound command of the English language on a native speaker level * Experience and understanding of Contemporary Art * Interest and knowledge in Artists’ Publications and/or Art Writing * Excellent communication and organisational skills * Open minded with a "hands-on" attitude |
| Computer skills and level of skills required | * Experienced with computer and MS Office * Good knowledge of the Internet and e-commerce * Some knowledge and experience of art and design software (we use Photoshop and InDesign in Mac OSX environment) |
| Drivers license | Not necessary |
| Other |  |

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| **INFORMATION PROVIDED BY** | |
| Name | Simon Lewandowski |
| Department / Function | School of Fine Art/ Lecturer |
| E-mail address | s.lewandowski@leeds.ac.uk |
| Phone number(s) | +44(0)7941717404 |
| Date |  |

Please return this form by email to [erasmus@britishcouncil.org](mailto:erasmus@britishcouncil.org)