



Erasmus+ Student Traineeship in the UK

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	<p>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.</p> <p>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.</p> <p>The gallery represents David Burrows, Lotte Rose Kjær Skau, Laura Pawela, Plastique Fantastique, Gordon Shrigley, NaoKo TakaHashi and Mark Peter Wright.</p>
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	

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 INFORMATION	
Department / Function	Administration department / to assist the Director in the following areas: marketing, inventory management and research.
Description of activities	<p>Activities will include:</p> <ul style="list-style-type: none"> • 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)	<input type="checkbox"/> Accommodation will be provided <input checked="" type="checkbox"/> We can assist with finding accommodation <input type="checkbox"/> Student to make own arrangements
Details of financial and "in kind" support to be	Assistance in finding suitable accommodation

provided	
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