

Education Internship

Time commitment:	3 days per week
Office hours:	Monday-Friday, 9.30am-6.00pm. Staff are occasionally required to work outside these hours in the normal course of their roles.
Duration:	3-4 months, starting May 2017
Expenses:	Travel and lunch
Location:	Tower Hill/Aldgate East, London E1
Reporting to:	Project Manager
Supporting:	Variety of art and architecture learning projects for children, young people, teachers and families.

The job

Open City is looking for an imaginative, ambitious intern to join our close-knit education team in our East London studio. The internship will cover a range of tasks assisting in the co-ordination and delivery of our ongoing school programmes.

About us

Open City is a charity promoting an ethical, people-centred approach to designing, making, sustaining and accessing the buildings and places that define our cities.

Uniquely among built environment organisations, Open City speaks directly to the public, the public sector and government as well as the commercial property sector.

We run a number of programmes to engage, enable and educate our public and professional audiences on the value of great architecture and urban design.

Main tasks:

- Working with the education team, organising and preparing for workshop events with schools, teachers, architects and artists
- Aiding in the facilitation of art and architecture workshops with school class groups, aged 8-14 years
- Aiding in the organisation of events, arranging venues, catering and contacting attendees and potential speakers. Including pre and post event support and assistance to the project manager
- Assisting with end of programme evaluation including recording data
- Other administrative duties will be involved such as databasing new contacts, speaking on the phone to architects and schools
- Responding to enquiries via email, with the possibility of contacting press about successful events
- Managing education team social media accounts

Skills

- Experience in administration and events organisation
- Good administrative and organisation skills
- Ability to work both independently and as part of a team, managing multiple priorities with a positive approach
- Good written and interpersonal communication skills
- Strong analytical skills
- Meticulous attention to detail
- Confident phone manner
- Flexibility to move around a variety of project areas
- Strong IT skills (preferably with Mac) - good working knowledge of Microsoft Office is essential; Dreamweaver, InDesign, Photoshop desirable
- Desirable but not essential to have some knowledge of architecture, planning or the arts sector
- Desirable but not essential to have experience of working with school class groups/children
- Proficiency in social media

Your internship at Open City:

- At the start of the internship we will help you identify skills-gaps which we will aim to cover during the internship. You will receive regular mentoring from project leaders who will support you to update your CV, making you more attractive to potential employers at the end of the internship
- You will be invited to all Open City events, which are great opportunities to meet and engage with our extensive network of education, design and built-environment professionals
- You will be invited to represent Open City at various networking events at high-profile museums, galleries, exhibitions and associations
- You will gain real work experience at every stage of a project from administration and delivery through to evaluation; while developing collaboration skills, team-working skills, experience leading workshops, project administration, social media and website skills, among many other areas of professional development

Want to apply?

If you are interested in joining Open City please email your CV and covering letter to Freya Healey at recruitment@open-city.org.uk by Friday 21st April.