

four**corners**



## **The People's Gallery Archive & Projects Internships**

Four Corners is offering two paid 12-month internships as part of its new National Lottery Heritage Fund project, **The People's Gallery**. This is an exciting opportunity to work on Four Corners' Archive collection whilst gaining skills in archiving and collections management, and experience in delivering community and exhibition projects.

### **About Four Corners**

Four Corners is a centre for film and photography that has been based in East London for 50 years. We create projects and exhibitions that engage with radical histories and stories from the margins that might not otherwise be told. We recognise that access to the arts is not always equal, and we aim to change that by supporting broad audiences through skills, mentoring and creative opportunities.

Four Corners is a registered charity. We are a team of twelve part-time staff, and we work closely with partners in archives, the local community, higher education, visual arts and film to deliver our programmes.

You can find out more about our mission here: [www.fourcornersfilm.co.uk/mission](http://www.fourcornersfilm.co.uk/mission)

### **Four Corners Archive**

Four Corners' Archive documents the early history of Four Corners and the Half Moon Photography Workshop/Camerawork (1972 – 1987). Neighbours in East London, these innovative art collectives played an important role in the development of socially engaged film and photography in the UK. Four Corners continues to draw upon this radical history through its work today. The archive is held at Four Corners and the Bishopsgate Institute, and can be explored online at [www.fourcornersarchive.org](http://www.fourcornersarchive.org)

### **The People's Gallery**

The People's Gallery project will develop Four Corners' Archive collection and open up its history to new audiences. We aim to create a 'living archive' that draws connections between the past and the present and supports community collaboration. We will carry out new research into socially engaged film and photographic work produced in East London in the 1970s and 1980s. This will include interviewing early members of Four Corners and the Half Moon Photography Workshop, and

collecting and digitising new material for Four Corners' Archive collection. Alongside, we will work with volunteers to create short films inspired by the Archive. There will be two exhibitions and a lively events programme.

### **The Internship Role**

This project supports two 12-month paid internships for people from backgrounds under-represented in the heritage sector. We are currently seeking applications for the first internship, which will run from April 2024 to March 2025. (The second internship will run from April 2025 to March 2026.) We are seeking applicants with a strong and demonstrable interest in archiving and collections management, and/or community arts projects.

The intern role will be divided across three main areas: the physical archive collection, the digital archive, and a community archive project working with volunteers. You will work alongside Four Corners' project staff and volunteers, and receive training in cataloguing and digitising archive material, oral history interviewing, and Premiere Pro editing. You will also support with archival research, digital communications, and the planning of exhibitions and events as required.

There will also be opportunities to create short film and audio works, curate content for Corners's online archive and social media, and support exhibitions. You will also be involved in the Project Steering Group.

Job description below.

## **Job Description**

### **Archive and Projects Intern**

12-month, fixed term contract

£22,500 gross, pro rata 3 days per week

Reporting to the Project Manager

<b>Place of work:</b>	Four Corners' offices at 121 Roman Road, London E2 0QN.
<b>Hours:</b>	Normal hours of work will be Monday to Friday 10.00 - 6.00. Occasional work on evenings or weekends may be required.
<b>Pension:</b>	There is a discretionary company pension
<b>Annual leave:</b>	Six weeks holiday plus Bank Holidays (pro rata)

The postholder will be responsible for supporting key tasks relating to Four Corners' The People's Gallery project. These will include:

#### **Physical archive**

- To work with the Curatorial and Archive Manager to audit uncatalogued archive material.
- To rehouse archive material and create box lists.
- To create new catalogue entries.

#### **Online archive**

- To work with the Digital Archive Manager to catalogue and digitize material for Four Corners' online archive.
- To support volunteers and other placements involved in digitization and tagging for the online website.
- To help create and produce public-facing content for the online archive and Four Corners' social media;
- To help obtain copyright permissions for all relevant material for the online website, working closely with the staff team.
- To support updating archive-related information, including contacting donors, photographers and other related organisations.

#### **Community archive projects**

To support a 12-week volunteer project, working with the Training & Projects Manager, to:

- Undertake research and organise visits to archives.
- Support and conduct oral history interviews, working with project volunteers and staff.
- Help deliver the project workshops, talks and events with other staff.
- Work with a group of project volunteers to support them to create several short archive films.

**Public programme**

- To assist with the programming, design, production and installation of the project exhibitions working as part of the curatorial staff team.
- Help promote the exhibitions programme across social media and online, working with communications staff.
- To help on exhibition research, organising loans of material where needed and obtaining copyright permissions for reproduction, print and social media purposes.
- To support the organisation of Four Corners' events including the compilation of guest lists, mail outs, RSVPs, badges, bookings, catering, and other associated tasks.

**General**

- To attend staff and project meetings, and external meetings and events as required.

**PERSON SPECIFICATION**

**Essential:**

- Some relevant experience in archives, museums or another related cultural sector
- Demonstrable interest in working in archives and/or community arts projects
- Experience of working with websites, and maintaining website platforms
- Good IT skills, including knowledge of excel, word, Google docs and social media platforms.
- Excellent, and proven, written and oral communication skills.
- A proven ability to work in a team with a diverse range of people, and on your own initiative.
- A commitment to equal opportunities and promoting diversity

**Desirable:**

- Design skills – e.g. In-Design, Photoshop
- Practical skills and/or experience in photography and/or film
- Knowledge of East London.

## To apply

Please submit your up-to-date CV, with a 1-2 page covering letter via email to Carla Mitchell, [carla@fourcornersfilm.co.uk](mailto:carla@fourcornersfilm.co.uk)

Your covering letter should outline:

1. Your interest in, experience and suitability for the post
2. How you meet the **Person Specification** (see Page 4 above)
3. Whether you would like to be offered an interview under the **Guaranteed Interview Scheme** (see below).

Deadline for applications is Monday 25<sup>th</sup> March.

Interviews will take place in the week of 1 April.

### Guaranteed Interview Scheme

Four Corners is an equal opportunities employer and we aim for greater diversity in our staff team. We know that people from certain backgrounds and identities are often excluded from the archive and arts sectors, and we are committed to helping to change this. We particularly welcome applications from marginalised groups, such as people of colour and other ethnic minorities, people who identify as LGBTQIA, disabled people and those from working class backgrounds.

We operate a Guaranteed Interview Scheme for candidates belonging to groups currently under-represented in the archive and arts sectors, who meet the essential criteria for the role and would like to be considered under this scheme. This scheme covers:

- All candidates who identify as disabled (including Deaf, disabled, neuro diverse and those with learning disabilities) and who meet the essential criteria for the role;
- All candidates who identify as people of colour or as belonging to an ethnic minority group and who meet the essential criteria for the role.

Four Corners, 121 Roman Road, London E2 0QN

[www.fourcornersfilm.co.uk](http://www.fourcornersfilm.co.uk)

020 8981 6111