



Lifelong Learning Programme



## Erasmus Student Work Placement

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	<p>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.</p> <p>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.</p> <p>Wild Pansy Press is a not-for-profit organisation.</p>
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 30 <sup>th</sup> 2013. Applicants interested in starting at the beginning of Semester 2 (January 2013) please indicate in covering letter.
Application process	<ol style="list-style-type: none"> <li>1. Send us your CV with a cover letter – we will then have a look into them</li> <li>2. If your CV and letter fits to our needs you will receive an invitation for a phone/skype interview with the directors</li> <li>3. Based on how you perform over the course of the questionnaire and the interview, we will decide whether to</li> </ol>

	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!

<b>PLACEMENT INFORMATION</b>	
Department / Function	Marketing Intern
Description of activities	<ul style="list-style-type: none"> <li>Assist the WPP Directors and other staff in the organisation of the Portable Reading Room touring schedule, publication launches and Project Space events</li> <li>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.)</li> <li>Research other outlets for WPP products and services</li> <li>Collate and maintain WPP mailing lists</li> <li>Research and Develop the use of social networking for marketing and publicising WPP and its activities and developing new audiences</li> </ul>
Location	School of Fine Art, Univeristy of Leeds.
Start Date	January 28 <sup>th</sup> 2013/September 30 <sup>th</sup> 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	

<b>COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS</b>	
Languages and level of competence required	<ul style="list-style-type: none"> <li>Student about to graduate or graduated within the last year</li> <li>Profound command of the English language on a native speaker level</li> <li>Experience and understanding of Contemporary Art</li> <li>Interest and knowledge in Artists' Publications and/or Art Writing</li> <li>Excellent communication and organisational skills</li> <li>Open minded with a "hands-on" attitude</li> </ul>

Computer skills and level of skills required	<ul style="list-style-type: none"> <li>• Experienced with computer and MS Office</li> <li>• Good knowledge of the Internet and e-commerce</li> <li>• Some knowledge and experience of art and design software (we use Photoshop and InDesign in Mac OSX environment)</li> </ul>
Drivers license	Not necessary
Other	

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)