



Paid internship with the Royal Academy of Arts Magazine Full time for 3 months

The RA Magazine is offering one paid internship opportunity. If you are a recent graduate and you are looking for an interesting, paid role, this may be for you. **The closing date is Monday 18th September** and interviews will be held on **Friday 22nd September 2017**. The successful candidate must be available to **start Tuesday 26th September 2017**.

About the Royal Academy of Arts

The Royal Academy of Arts (RA) is one of the UK's foremost arts institution, famous for its world class exhibitions including Van Gogh, Anish Kapoor, and David Hockney. Its purpose is to be a clear, strong voice for art and artists. Its public programme promotes the creation, study and enjoyment of art and architecture to a wide range of audiences through exhibitions, education and debate.

The RA is going through its most radical development in its history. In 2018 (our 250th Anniversary) we will open a brand new building, a campus uniting Burlington House on Piccadilly with Burlington Gardens. This will include a new suite of galleries and first class learning facilities, including a new Education centre and a 300 seat auditorium. We will be a 2.5 acre site dedicated to the exhibition, creation and debate of the arts.

RA Magazine

<https://www.royalacademy.org.uk/ra-magazine>

RA Magazine is published quarterly in association with the Royal Academy of Arts in London and distributed to the 90,000 Friends of the RA. We have a print run of 100,000 and sell the additional 10,000 copies of the magazine on newstands and by subscription, making us one of the largest circulation art magazines in the UK and Europe.

We cover art, architecture, books and events at the Royal Academy – as well as those across Britain and abroad – that might interest our readership that is made up of arts enthusiasts as well as experts. Former contributors include Hilary Spurling, Jenny Uglow, Eric Hobsbawm, Orlando Figes, AC Grayling, Andrew Marr, Peter Conrad, Fiona Maddocks, Martin Gayford, Sarah Dunant and Max Hastings.

Given the prestige of the magazine and its print run, the editorial team is surprisingly small, so this placement offers a rare chance to be an integral part of the magazine-making process, from start to finish. RA Magazine is based at the Royal Academy of Arts temporary offices in Blackfriars.

The role

The intern will assist the editorial team of *RA Magazine*, consisting of the Editor and Assistant Editor, as well as freelancers.

We are looking for people bright, motivated and resourceful candidates, who are eager to gain experience working in art magazine publishing.

A willingness to learn and muck in, excellent attention to detail, a professional and friendly telephone and email manner along with a highly-organised and pragmatic approach to tasks are essential. Candidates should also have a demonstrable interest in journalism and knowledge of visual art.

The RA provides a half-price discount at the RA restaurant (not between 12-2pm), half price at the cafe and 20% discount at the RA Shop. Other benefits include free access to all RA Exhibitions and free entry to many exhibitions in major London galleries.

Skills and experience that you need

- Interest in journalism
- Knowledge and enthusiasm for visual art
- Excellent research skills
- Excellent telephone and email manner
- Good computer skills, ideally on a Mac
- Good knowledge of Twitter
- Professional but friendly nature
- Aptitude with MS Outlook, Word, Excel and PowerPoint, as well as databases

Skills you can develop

Writing, knowledge of magazine publishing, social media, picture research, subediting, proofreading, fact-checking, art criticism

Apply

To apply, please send your CV with a covering letter, outlining your suitability for the role to volunteering@royalacademy.org.uk

INTERNSHIP DESCRIPTION

DEPARTMENT: Publications Department, RAE
REPORTS TO: Assistant Editor, RA Magazine

Main objective

To assist the editorial team in delivering the RA Magazine on time to a high quality and to agreed budgets.

Main Duties

1. To research exhibitions and other events for editorial coverage, primarily by managing the databases (Exhibition Calendar, the Google Calendar of private views, and creating a weekly blog list).
2. To assist in the production process of the magazine, including arranging weekly meetings with the editorial team to discuss progress and track the development of articles using the production grid.
3. To call in press releases, high-resolution images and other material from press offices and make job bags for the subeditor.
4. To lead on the magazine's social media presence, including scheduling 5-10 tweets a day into the @RA_Mag account.
5. To collate and upload the Editor's weekly 'RA Recommends' blog using the RA's Content Management System.
6. To undertake any general administration (transcribing interviews, taking meeting minutes, collecting post, filing).
7. To research and fact-check magazine articles as required.
8. To assist in proofreading the Listings pages of the magazine.
9. To administrate the invoicing process (coding, copying, logging and filing), and chase contributors for invoices when need be.
10. To act as picture researcher in consultation with the team. If a fee applies, manage the procurement and copyright in consultation with the team about the magazine budget.
11. To write at least one blog for the RA website (including setting up any interview involved, research topic and collate images). There may also be writing opportunities for the print magazine.
12. To represent the magazine outside the Academy at press conferences and private views.
13. To undertake any other duty which may reasonably be allocated by, the Assistant Editor or Editor of RA Magazine, the Head of Publishing, Operations or any other senior officer at the RA.

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES

- Excellent interpersonal and communication skills – first- class written and oral skills, attention to detail, patience, tact and a confident manner
- Demonstrable aptitude with MS Outlook, Word, Excel and PowerPoint and experience of databases and data management
- Good team player – willingness to work closely with colleagues in providing a high quality service
- Proactive in approach and resourceful
- Hard work ethic, willingness to go the extra mile and take pride in output
- An interest in visual arts and an understanding of the work and objectives of the Royal Academy of Arts