

Would you like to intern at iii?

Thank you very much for your interest in having an internship with us!

We are very pleased each time we receive an internship application. As a community platform, internships are a great opportunity to get to know each other and welcome new people in our community.

In this document we provide a summary of information about what we offer and what we seek for in internships, and how to apply.

Values

iii is an artist-run association in which artists collaborate to realise their projects. Our mottos are “do it yourself but not alone” and “doers decide”. The purpose of iii is to enable each other to do what we love to do. This extends to everyone in the organisation, including interns.

Running a professional cultural organisation requires constant work, learning and development. As a self-managed artist organisation, this means that apart from developing our artistic practices, we also need to constantly develop our cooperative organisational skills. The fact that we are artists does not exempt us from the responsibilities of being good organisers.

Fair Practice is a fundamental value of our organisation. We believe that everyone should be paid at minimum a living wage for their work. Since 2021 we are able to offer paid internships within the organisational team of iii. We also know that we are receiving an amount of internship applications which exceeds the paid internships that we can offer. In some cases we are able to offer unpaid internships for educational purposes. In every case, it is fundamental that a fair exchange takes place. It is important that interns let us know their needs so that we can accomplish this.

Talent Development is also a core goal of our program. As an organisation that was founded by fresh arts graduates, we are committed to supporting the delicate transition between studies and profession. Internships are a vehicle to do this. An internship at iii can offer a view on how artists make a living in the field of Art, Science & Technology and how a cultural organisation is managed. We try to be as transparent as possible and we do our best to satisfy the curiosity of interns on these topics.

We look for the following qualities in members of our organisation, including interns:

- Dedication to own artistic practice
- Capacity to take initiative
- Desire to support others
- Professional attitude

For an overview of the broader values of our organisation please see this page:

<https://instrumentinventors.org/about/mission/>

Options for internships

We currently have three paid internship positions within iii's organisational team.

- Production intern
- Communication intern
- Cultural Education intern

For details about these three internships please read further.

We are also willing to accommodate more tailored internships based on the needs and capacities of individual applicants. For example we are available to receive requests from applicants that have specific interests and who have their own funding (for example via the Erasmus program).

Finally we are also available to support internship applicants by connecting them to individual artists in our community and guest residents who might be able to offer an internship within a specific project.

Application process

Applications should contain:

- motivation letter (max 1 page)
- CV (max 2 pages)
- portfolio of relevant work

Please make sure to indicate:

- What you would like to learn from us, what experience would you like to gain
- What can you offer to us
- How does this relate to the options described in this document (do you have a preference for one of the options offered above).
- How much time do you wish to dedicate to the internship and during which period.

Please send your application to info@instrumentinventors.org.

We review applications each week on Mondays and we do our best to respond within 2-3 weeks.

Production Internship (paid)

Educational experience offered

With a production internship at iii you will learn what work goes into producing an artistic event. Beyond the presentation of artistic work itself you will gain an overview of the behind-the-scenes work required to put on an event for the public.

Each unique event requires creative thinking and problem solving to communicate with the event organisers and artists to convey their work to the audience in a professional and safe environment. Through this internship you will learn what situations commonly arise when producing an event and how solutions are found.

In addition to this you will learn technical and practical skills associated with setting up, maintaining and renovating the event space.

Skills needed

Skills required for a production internship include;

- working in a team
- effective communication and creative problem solving
- a basic knowledge or familiarity with sound and light systems (preferred but not necessary)
- a basic knowledge or comfort level with power tools

Tasks

Tasks associated with a production internship include;

- providing technical and practical support for artists
- setting up the event space for audience
- maintaining and cleaning the facilities between events
- distributing event program flyers throughout the city
- executing facility upgrade tasks such as event space renovations

Hours & payment

Approximately 8 hours per week over the course of 3 months.

The internship period will be either connected to our Spring or Autumn program.

For the duration of the internship we offer a (temporary) employee contract, where the payment will be based on the actual worked hours. The payment will be 10,80 euro per hour (the minimum wage per hour as of 2021), before income tax (the intern will need to declare the earnings in their income tax return and depending on their total annual income may need to pay tax).

Communication Internship (paid)

What does it involve

The communications intern supports iii's communication manager and iii's agency coordinator. The intern will help iii connect to audiences, program partners and media channels.

What we are looking for in an intern

The communications intern is a self organised, motivated and curious individual who would like to gain experience in the workings of an arts organisation, in particular in the Communication (PR) and Distribution (agency) departments. Relevant education or experience preferred in the fields of visual communication, copywriting, media & journalism, social media communication, cultural marketing, photography and videography.

Tasks include

- Creating original content for social media and/or the iii website
- Creating and editing documentation of iii's program
- Maintenance of the agency and press databases
- Research into potential partner platforms (for the distribution of projects as well as press and promotion)
- Reading articles from a variety of journalists to ensure we are in communication with relevant platforms and writers, this is in both Dutch and English

Hours & payment

Approximately 6 hours per week over the course of 3 months.

The internship period will be either connected to our Spring or Autumn program.

For the duration of the internship we offer a (temporary) employee contract, where the payment will be based on the actual worked hours. The payment will be 10,80 euro per hour (the minimum wage per hour as of 2021), before income tax (the intern will need to declare the earnings in their income tax return and depending on their total annual income may need to pay tax).

Cultural Education Internship (paid)

What does it involve

The intern will assist the workshop coordinator and cultural education coordinator of iii in various tasks.

The workshop program started in 2018, offering workshops at the intersections of art and technology to participants of different ages and backgrounds. Past workshops include the Digital Death mask workshop, Creative Coding, DIY synth building, Paper Ensemble workshop and more.

Our workshop program offers workshops by artists and researchers in our network. They are focused on encouraging technological literacy and interdisciplinary creativity, sharing knowledge, developing talent, and creating a mixed maker community that welcomes amateurs and professionals alike.

What we are looking for in an intern

- Interested in learning about cultural education or organizing workshops for children and/or adults
- Dutch-speaking
- Has their own camera and can document events
- Friendly. Particularly with kids between ages 8 and 12
- Technical knowledge such as of knowledge of audio equipment, DIY electronics etc are a plus but not required

Tasks include

- Setting up workspace (arranging the room, cleaning, setting up equipment)
- Helping to prepare workshop materials
- Document some workshops (mostly photo but some video as well)
- Proofread Dutch emails
- Attend meetings between cultural education coordinator and schools (depending on interest)
- Help putting promotional materials together and distributing them

Intern will gain experience working in an artist-run organization, learn about organizing art and technology workshops, the field of cultural education, and can participate in select workshops at a discounted rate, and in some cases, for free.

More information on the workshop program here:

https://instrumentinventors.org/workshop_program/

Past and upcoming workshops here:

<https://instrumentinventors.org/workshop/>

Hours & payment

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The internship period will be either connected to our Spring or Autumn program.

For the duration of the internship we offer a (temporary) employee contract, where the payment will be based on the actual worked hours. The payment will be 10,80 euro per hour (the minimum wage per hour as of 2021), before income tax (the intern will need to declare the earnings in their income tax return and depending on their total annual income may need to pay tax).