

## About E-WERK Luckenwalde

Kraftwerk and Kunstzentrum

E-WERK Luckenwalde is a functional power station and contemporary art centre. As a functional sculpture E-WERK Luckenwalde combines art and energy under one roof into a 'Gesamtkunstwerk', supplying art-powered energy to the national grid and presenting a dynamic contemporary art programme of commissions, exhibitions, projects and events.

Rudolf-Breitscheid-Str 73, 14943 Luckenwalde

## Communications and Gallery Assistant

Two days per week, Thursdays & Saturdays (during exhibition times).

Six month fixed opportunity with the possibility of extension.

Report to: Digital & Programme Coordinator Katherine Thomson, Artistic Director & Curator Helen Turner, PR Coordinator Nicola Jeffs

## Social Media and Digital - to support Digital & Programme Coordinator

- Daily management and administration of E-WERK social media channels (Instagram, Facebook, Twitter) - researching and producing exciting and dynamic content for use across all channels; writing bilingual copy for posts; scheduling posts to ensure all programme items are equally represented.
- Produce social media strategy to coordinate with communications strategies and timelines alongside Digital & Programme Coordinator and PR Officer.
- Generate listings in local and international art guides to promote the programme of E-WERK exhibitions and events.
- Gather data and produce quarterly analytical reports.
- Monitor social media inboxes, responding to enquiries promptly.
- Support the DPC with general admin tasks across systems including Eventbrite and Mailchimp.

## Press - to support PR Coordinator

- Receive press releases from PR Officer, proofread and format, ensuring language used observes institutional style.
- Help to produce media packs for every exhibition.
- Collate all media coverage of E-WERK and Performance Electrics activities and save on digital archive and share with the team accordingly.

## Front of House

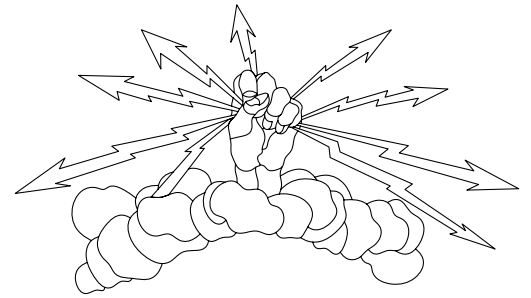
- Invigilate front of house every Saturday during exhibition times, greeting visitors and operating tours.

## Misc

- Keep abreast of exhibitions, particularly of 20th century and contemporary art both nationally and internationally. Conduct art critical and art historical research on artists and exhibitions by attending exhibitions, fairs, biennales and festivals.
- Genuine interest in sustainability and ecology.
- Assist with on and offsite E-WERK events in a flexible capacity.

## Skills

- One year+ experience of working in a contemporary art organisation
- Experience with programmes including social media platforms, Adobe software (Photoshop, Indesign, Premiere), Mailchimp, Hootsuite, Shopify, Eventbrite or similar.
- Understanding of multi channel communications strategies.



## Person specification

- Fluent in English and German, written and spoken.
- Flexibility to work both remotely and on site at Rudolf-Breitscheid-Str 73, 14943 Luckenwalde
- At least 1 year previous experience in visual arts and digital communications
- Ability to work in a small team across multiple departments and projects
- Good attitude, flexible and adaptive, creative problem solver

**Candidates should email their CV and short cover letter to [info@kunststrom.com](mailto:info@kunststrom.com) quoting 'Communications and Gallery Assistant' by 11 October 2022**