



Development Department Work Placement

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

The Development team is responsible for generating over 50% of the RA's operating income through Exhibition Sponsorship, Corporate, Friends and Patrons Membership and Fundraising Events. We have an exciting opportunity for an enthusiastic university student with a passion for the visual arts to join us on a two-week work placement.

How long is the placement?

We are pleased to offer this placement during the Easter Break. We're asking for a minimum time commitment of two weeks, over the period of Monday 30 March – Friday 17 April.

You will attend on week-days during this time. Our work placement office hours are 10.00am – 5.00pm. Some flexibility may be required to assist with out-of-hours events.

What will you be doing?

We are keen to offer you the opportunity to work across several areas of the development team. Duties could include:

- Research into arts membership, pricing, benefits and events programmes
- Drafting narrative for the Capital Campaign proposals
- Compiling content for Sponsorship brochure
- Sourcing images for event promotion
- Creating a webpage for Development outreach overseas
- Research international revenue streams from core RA activities
- Assisting Events team with guest lists and briefing notes
- Helping with any opening receptions (out of hours)
- Responsible for any Development enquiries from RA website queries
- Coming up with innovative fundraising opportunities at RA supporter events
- Creating and sending email newsletters for Patrons and Members
- Assisting in the organisation of/ smooth running of key stakeholder board meetings
- Basic minute taking
- Cataloguing of development resource and print material

What will this placement opportunity offer you?

- An insight into how the Royal Academy's development department operates, and to work closely with our teams.
- Gain experience and understanding of working in a busy and exciting arts environment, and increase your skills and knowledge.
- Opportunity to make a valued contribution to the fundraising team and to clarify your own career goals.

Placement requirements

In order to be considered for this placement you must be in full time education at a UK university. Applications from first, second and final year students will be accepted.

You must be available to attend an interview in the w/c 16 March, 2015.

Please note that this placement is an unpaid opportunity. Travel expenses will be reimbursed for at a maximum of £10 per day, proof of travel needed.

What are we looking for?

- Passionate about the arts, with a desire to find out more about working in the sector.
- The ability to learn quickly.
- Self-motivated, hard-working and enthusiastic.
- Excellent verbal and written communication skills.
- Organised and a good team player.
- Strong IT skills i.e.: Microsoft Office, Excel, and Word.
- Be able to think creatively, be flexible and prioritise own workload.

How to apply

In order to offer this opportunity fairly, we are asking all students to follow the same process. Please complete the **Work Placement Application Form** by Sunday, 8 March 2015 (midnight).

Please visit <http://www.royalacademy.org.uk/careers-at-the-ra> to download a Work Placement Application form and send to recruitment@royalacademy.org.uk

We receive lots of enquiries for work experience and unfortunately aren't able to accommodate everyone. We will contact you by **Friday 13 March** to let you know if you have been shortlisted. If you haven't been contacted by us by this date, please assume that you have been unsuccessful on this occasion.