

## RESEARCH AND CAMPAIGN ASSISTANT – Stanley Kubrick Industry Placement

To mark the Design Museum's major new exhibition, *Stanley Kubrick: The Exhibition*, which will run from 26 April – 15 September, the Communications Team at UAL and the Design Museum are looking for an enthusiastic and experienced UAL student research and campaign assistant, preferably with a background or interest in film studies and the work of filmmaker, Stanley Kubrick. The research generated will be used for social media and marketing content for the duration of the exhibition.

The exhibition contains over 400 objects ranging from film props, scripts and costumes to poster and set designs, to be loaned from private individuals, public institutions as well as from the Stanley Kubrick Film Archive in London, held by the University of the Arts London in their Archives and Special Collection Centre at the London College of Communication.

<https://designmuseum.org/exhibitions/stanley-kubrick-the-exhibition>

### What will the role involve?

The research and campaigns assistant will work across both the Design Museum and UAL.

The role will support the Design Museum's Communications Team in the research and development of content, images and text for the forthcoming exhibition on the filmmaker Stanley Kubrick, which will help drive the wider communications strategy. The research may cover: anecdotal stories about Stanley Kubrick, the man, and his films; set and costume design; special effects; innovation and inspiration; symbolism and hidden meanings found in certain films; production and filming and the role of architecture, interior design and art.

### Tasks will include:

- Researching material, related to the themes and content of the exhibition
- Researching and contacting potential external sources of photographic material
- Compiling and maintaining a clear record of findings
- Reporting research findings to the Communications Team
- Organising and archiving images in a clear and consistent fashion
- Transforming research into visually eye-catching infographics and quotes, which will be re-purposed across all social channels

Examples include:

- <https://twitter.com/StanleyKubrick/status/764159824158334978>
- <https://twitter.com/StanleyKubrick/status/769529785525600256>
- <https://twitter.com/StanleyKubrick/status/979006963848753152>

The role will also support UAL's Communication Team in campaign planning and development for both the Stanley Kubrick exhibition and other UAL campaigns, which will help drive the wider communication strategy.

### **Tasks will include:**

- Assistance in coordinating key UAL campaigns
- Editorial assistance, sourcing images, formatting blog posts, chasing quotes, liaising with internal teams, chasing credits, sub-editing and verifying facts
- Source images, collate and verifying credits, captions
- General event assistant – helping oversee logistics and planning, meeting room bookings, College liaison
- Assist with coordinating press requests, directing queries to relevant team members
- General desk research, campaign planning assistance
- Other administrative assistant duties as advised

### **The opportunity**

The Design Museum and UAL seeks an enthusiastic assistant for 3 days a week for approx. 6 weeks (open to extension), with an option to work from home, starting in March. One day a week would be spent with the Design Museum and two with the UAL Communications Team.

### **Skills and experience**

The Design Museum and UAL is looking for someone with:

- An enthusiasm and interest in film design
- Excellent research skills
- Good written English
- Competence using Microsoft Word, Excel and Outlook
- Excellent skills using Adobe Photoshop and Illustrator (for the creation of infographics and quotes)
- Good attention to detail

### **The Design Museum offers:**

- A supportive and stimulating environment to work in
- Free access to the museum and its exhibitions
- An invitation to the Stanley Kubrick preview ahead of general release
- With its 4.3 million followers on Twitter and a strong presence on Instagram and Facebook, there will also be the opportunity to see your work on the Design Museum's social channels
- Discounts in the Design Museum Shop

### **To apply**

Please contact [a.tsekouras@arts.ac.uk](mailto:a.tsekouras@arts.ac.uk) enclosing:

- Your current CV
- A short statement (one side of A4 max) outlining your availability and why you feel you are suited to this role
- Examples of your work
- Please also confirm that you have a right to work in the U.K. and a National Insurance number
- Advise if you are currently registered on UAL's ArtsTemps programme. If not, you will be registered upon successful appointment

Please include 'Stanley Kubrick Research and Campaigns Assistant' in the subject line of your email.

**Location**

Design Museum – 1 day per week  
UAL, High Holborn – 2 days per week

**Pay**

The rate of pay is set by UAL's ArtsTemps and won't be less than the current London Living Wage

**Scheduled interview date**

This is a selective role and interviews will take place at the Design Museum during the week starting the **11 March 2019**.

**Closing application date**

**Sunday 3 March 2019 23:55**