

Student Placements at LUX



LUX is a UK agency based in London and Glasgow that supports and promotes artists working with the moving image. Founded in 2002 as a charity and not-for-profit limited company, the organisation builds on a long lineage of predecessors (The London Film-Makers' Co-operative, London Video Arts and The Lux Centre) which stretch back to the 1960s.

The only organisation of its kind in the UK, LUX represents the country's only significant collection of artists' film and video, and is the largest distributor of such work in Europe. LUX works with a large number of major institutions including museums, galleries, festivals and educational establishments, as well as directly with the public and artists. The organisation's main activities are distribution, exhibition, publishing, education, research, and professional development support for artists and arts professionals.

LUX can offer placement opportunities for students who need to get work experience as part of their programme of study in our small friendly visual arts organisation in Highgate, North London.

Potential placements are available in 4 areas: **Distribution, Collection, Library/Archive**, and **Public Programme**.

Please note not all positions are always available but we will try and accommodate your interests as much as possible and there will be a chance to develop your own personal project during your time here. We ask that placements are carried out for a minimum of 1 day a week for 3 months but more concentrated placements may sometimes be available. We can contribute £10 a day to assist with your travel and lunch expenses.

We particularly welcome placement applications from people of colour and people with disabilities who are currently underrepresented in the visual arts sector in the UK.



LUX, Waterlow Park Centre, Dartmouth Park Hill, London, N19 5JF

+44 (0)20 3141 2960 // www.lux.org.uk

LUX is a registered charity and not-for-profit company limited by guarantee.

Registered Charity no. 1094936

Distribution

LUX is Europe's largest distributor of films and videos made by visual artists. Day to day the distribution department deals with exhibition and screening requests from galleries, festivals, museums and cinemas around the world, liaising with artists and preparing films to be sent out and checking them when they are returned. A placement in the distribution department may involve some of the following tasks -

- Checking film prints and files for dispatch
- Entering films into film festivals
- Assisting with image requests
- Managing film previews and file management
- Supporting researchers
- Proactive research into distribution opportunities
- Collating news for distribution newsletter

Collection

LUX represents Europe's largest collection of moving image works with approximately 5000 works by more than 1500 artists from the 1930s to the present day. The Collection department deals with the ongoing care and management of the collection. A placement in the Collection department may involve the following tasks -

- Checking returned film prints
- Organising the collection store
- Updating the online catalogue
- Researching works in the collection
- Capturing and encoding films

Public Programme

LUX has a busy and diverse public programme of exhibitions, screenings, workshops, performances and talks both on and off-site. The Public Programme department works to organise these, liaise with participating artists or scholars; and communicate these to the widest possible audiences and engage those that have not engaged with our work in the past. Tasks may include:

- Press research
- Assisting with the production of marketing materials, including posters, exhibition handouts, and vinyl
- Help aggregate all artists' moving image related events in London into the weekly newswire
- Researching specialist partners for marketing collaboration
- Assisting with the planning and staging of events and exhibitions
- Liaise with Distribution to promote upcoming screenings and exhibitions of LUX titles
- Assist with social media surrounding the LUX Public Programme, as well as external events relating to artists' moving image across the UK



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Library / Archive

LUX have recently relocated, and with this came the opportunity to rethink how our collection (video, paper archive and publications) can be accessed by the public. The collection is free to students, scholars, curators and others pursuing individual research. We want this to be a resource that is used regularly and to render it conducive for research on artist moving image practices. Approximately 800 publications have been entered and about the same amount remain for future cataloguing. We also have a paper archive that documents the multiple histories of LUX's predecessor organisations, The London Film-Makers' Co-operative, London Video Arts and The Lux Centre and tracks the development of the moving image as an art-form in Britain between 1960 and 2000.

Interns in the past have been interested in LUX and artists' moving image and general duties would include contributing to the management of the organisation's institutional records and archives, working on the appraisal and disposal of non-current records/publications/festival catalogues, the maintenance of the online database and website, and the physical management of items in the library. A large part of the work will be assessing items, collating the relevant information and processing this with accuracy and detail.

- Manage and lead on a cataloguing project of the LUX book, journal and DVD library.
- Contribute to an archiving and digital preservation project of the LUX paper archive.
- Assist with the organisation and distribution of artist materials, including transcripts, artist's profiles, stills and credits.

If you are interested in applying for a placement please send your CV with a short cover letter outlining your areas of interest, what you would like to get out of the placement and your availability and email both to placements@lux.org.uk.



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