



Núcleo Matéria Cíclica
Bairro dos Ferreiras, 8
2525-001 Alto do Foz - Atouguia-da-Baleia
NIF 515 478 579
tel +351 93 93 0 191 0
cyclicmatter@gmail.com

ARTE | COMUNIDADE | ECOLOGIA
Cultura Ecológica & Produção Artística e Literária

Internship Candidates

Project:

Matéria Cíclica provides spaces for literary and artistic production, as well as a space where the public can access to the artwork international, national and local artists produce, both by producing events but also as an archive.

We are a not-for-profit organization that acts on valuing the role of the artists in society and we support artists in doing so, by means of partnerships and residency.

All our activities and production promote an ecocentric lifestyle, mainly through contemporary art but also by interacting with the locals aiming to create a community that values ecology and cooperation. Matéria Cíclica will be implementing a cultural programme using circular economy, transdisciplinarity and holistic approaches as the main strategies to educate the public, as well as integrating artists in the borough of Peniche and neighbouring communities.

Where we work:

- 1) Residency (Baleal): two-bedroom house (where the candidate will be accommodated)
- 2) Grotas (Olho Marinho): community garden (reforestation project), open air gallery, personal development and well-being activities, bee garden/sanctuary
- 3) Terra Minha (Ferrel): community kitchen, organic vegetables, permaculture
- 4) Quinta do Furadouro (Olho Marinho): exhibiting space and research programme production centre
- 5) Peniche: research partners
- 6) Alto Foz: residency (currently being refurbished)

Matéria Cíclica represents 6 international artists in gallery mode and will be opening its exhibiting programme on the 1st of May 2020. In mid-May we will be opening the research programme, which aims to provide an immersive experience in ecology and in the community life of the region.

Job description:

Marketing:

- Social Networks (insta and facebook) and website (wix) updates
- Newsletter correspondence (mailchimp)
- Using our templates to design some of the above (InDesign)
- Support in creating content and (scheduling) its publication
- Support in communication strategy and its development

Admin:

- Support in organising admin systems
- Support in finalising partnerships
- Correspondence

Production:

- Support in transporting people and materials
- Support in distributing marketing materials
- Support in event production logistics
- Informative material

Curation:

- Support in producing the exhibitions and other events
- Artwork inventory
- Archiving and reports

Gallery:

- Support in writing PR
- Correspondence with artists
- Support in organizing admin systems

Candidate profile:

The candidate will be integrating an intellectually and physically active team: putting up exhibitions and maintaining gardens demands strong will and physical aptitude.

Candidates should be adaptable, resilient and willing to learn. Attention to detail is mandatory, as well as having vision and criticality. You will be developing your skills in synthesizing information, so a natural aptitude for planning is advantageous. Listening and writing are the two most important skills in this position, which requires the candidate to be versatile in the way they communicate with different public and partners, for this matter, interpersonal communication needs to be a strong point. Candidates need to have a good command of English, with a minimum of B2 level. There will be a short test for this effect. The candidate also needs to know Adobe Suite basics, in particular Premiere and Indesign. The candidate needs to expect a variety of situations; therefore, the candidate needs to be

prepared to dress accordingly: sometimes it will be necessary to wear old clothes, others formal attire. We expect the candidate to be aligned with the ethical stance of Matéria Cíclica. Candidates are expected to respect and do not discriminate anyone, may they be partners, colleagues or staff, based on their gender, sexual orientation, ethnical background, religion, financial means, social status, age or disability. It is imperative for Matéria Cíclica to be inclusive, therefore we ask the candidate to be socially tolerant.

Matéria Cíclica provides one vegetarian or vegan meal per day (either lunch or dinner, depending on the daily activities) and free accommodation in a two-bedroom house by the beach. We also host two cats permanently (candidates need be not allergic). Candidates are expected to work 4 days a week, 8 hours per day (generally 10h-18h, but subject to transportation convenience alterations). All transportation between venues is assured by Matéria Cíclica.

Apply

Send your CV and a letter up to 1 000 words that describes your motivation to cyclicmatter@gmail.com

Please include one referee

Please state your availability in the body of your email.

We will provide you with an appraisal and a full report on your performance.