



University of Brighton

Careers Service

Guidance
Employment
Volunteering
Enterprise

Looking for opportunities in Art and Design

This leaflet aims to identify the main sources of job vacancies and opportunities in **art** and **design**, including commissions, residencies, competitions, exhibitions and arts-related funding.

You may also want to visit our **Occupations** web pages, which give information on where you can find vacancies in specific employment sectors.

If you are looking for a job locally you might also be interested in our **Sussex** and **South East – Employers and vacancies** web pages.

Jobs and Opportunities

Listed below are a range of sources of job vacancies and opportunities in art and design. Opportunities such as commissions, residencies, competitions and exhibitions are all excellent ways to enhance your CV and network, as well as potentially earn some money.

Adrem - design recruitment consultancy. Opportunities for product design, interiors, architecture, graphic design.

www.adrem.uk.com

Artists Information Company - subscribe to access jobs and opportunities. £15 for an annual student membership, £36 for an individual artist membership.

www.a-n.co.uk

Artquest - arts funding/opportunities etc.

www.artquest.org.uk

Arts Council - the national development agency for the arts in England. Includes information on funding opportunities, employment and exhibitions.

www.artscouncil.org.uk

Arts Culture Media Jobs - job website for creative people with sections on visual art & design, performing arts and culture and heritage.

www.artsculturemediajobs.com

Arts Industry magazine - news and jobs in the culture industry.

www.artsindustry.co.uk

Arts Jobs

www.artsjobs.org.uk

Arts Jobs Online

www.artsjobsonline.com

Arts Professional - arts news and vacancies.

www.artsprofessional.co.uk

Artshub - arts jobs and news. Subscribe to access full listings: £8 per month.

www.artshub.co.uk

Careers in Design - recruitment agency specialising in interior, product and furniture design.

www.careersindesign.com

Crafts Council - arts opportunities and news.

www.craftscouncil.org.uk

Creative Choices - jobs and opportunities.

<http://ccskills.org.uk/careers>

Creative Review - creative magazine including arts opportunities and jobs.

www.creativereview.co.uk

Eden Brown recruitment - broad range of vacancies including interior design and architecture.

www.edenbrown.com

Fabrica (Brighton) - exhibition opportunities, artist resources and volunteering.

www.fabrica.org.uk

Ideastap - funding, opportunities, jobs and networking for young creatives.

Membership is free.

www.ideastap.com

Jobs in higher education - creative art and design search facility.

www.jobs.ac.uk/jobs/creative-arts-and-design

Lighthouse (Brighton) - talks, exhibitions and artist opportunities.

www.lighthouse.org.uk

Mall Galleries - exhibition opportunities.

www.mallgalleries.org.uk

Museum Jobs

www.museumjobs.com

Parker Harris - visual arts consultancy advertising a range of artist opportunities.

<http://parkerharris.co.uk>

Phoenix Brighton - studio space, exhibition opportunities and volunteering.

www.phoenixarts.org

Profiles Creative - recruitment consultancy specialising in the creative field including opportunities in digital and fashion design.

www.profilescreative.com

The Guardian

<http://jobs.theguardian.com/jobs/arts-and-heritage>

Wired Sussex - digital, media and technology jobs and networking.

www.wiredsussex.com

Careers Service resources

Register with our **Vacancy and events service** to search for job vacancies and the latest career development events. <http://brighton.prospects.ac.uk>

Volunteering. Current students can register with Active Student, the volunteering service at the University of Brighton. Active Student supports and guides student in finding appropriate volunteering placements in the local community including many opportunities in the arts and humanities. www.brighton.ac.uk/volunteering

Enterprise. Beepurple is the university's entrepreneurship network, made up of students, graduates and staff who are interested in developing their enterprise skills and/or their business ideas. Events designed to equip you with key enterprise skills run throughout the academic year. www.beepurple.co.uk

Follow the Careers Service on **Twitter** (@uniofbrightoncs) to keep up with the latest vacancies and opportunities.

We also have a page on **Facebook** so that you can be kept up to date with the latest events, job vacancies and other opportunities.

www.facebook.com/unibrightoncareers

Occupations and industries A-Z online directory. Access job profiles and sources of industry specific vacancies. <http://about.brighton.ac.uk/careers/plan-your-career/career-options/occupations>

Other useful resources

A guide to completing **funding applications** from a-n magazine.

www.a-n.co.uk/p/81229

Axis Artists - showcase for contemporary British artists and creatives. Add your details to the Axis database to be browsed by potential clients. www.axisweb.org

Creative Skillset is the industry skills body for the creative industries, working across film, television, radio, fashion, animation, games, visual effects, textiles, publishing, advertising and marketing communications. <http://creativeskillset.org>

Prospects sector guide for 'Creative Arts and Design'. Includes job profiles and sources of vacancies. www.prospects.ac.uk/creative_arts_design_sector.htm

Public art information site providing guidance and examples of public art practice both nationally and internationally. www.publicartonline.org.uk

Networking

Networking is likely to be one of the most important ways to raise your profile as an artist or designer. Networking involves making contacts to help you build up skills, gain experience and secure the type of job you want.

First of all, identify who you already have in your network. You may think you don't have any contacts to network with. Don't despair, networking opportunities

are more extensive than you might think and you might already have some good contacts.

- Have you made any contacts on a work placement or while volunteering?
- Do your tutors have any contacts?
- Do you have friends or family with contacts?
- Have you met any contacts at careers fairs?

Beepurple and/or the **Alumni Association** may be able to put you in touch with University of Brighton graduates working in the sector/job that interests you.

www.beepurple.co.uk www.brighton.ac.uk/alumni

Making new network contacts

Networking occurs in many settings, both formal and informal. Professional events, careers fairs, conferences, workshops, parties and social networks all offer the opportunity for you to make connections.

Prepare a 'lift pitch'

A lift pitch is 'a short summary used to quickly and simply define a product, service, or organisation and its proposed value. The name reflects the idea that it should be possible to deliver the summary in the time span of a lift ride; approximately thirty seconds to two minutes.'

(Aileen Pincus - The Perfect Elevator Speech)

Prepare and practice a lift pitch so that you are ready for networking events relating to work opportunities - in a lift pitch you have around sixty seconds to get across:

- Your name
- Anything that is special and different about you
- In a couple of sentences, what you offer and the benefits
- In a couple of sentences, what you are looking for
- Your sign off

Also see our website for information about **face to face** and **online networking**.

<http://about.brighton.ac.uk/careers/find-a-job/networking>

Portfolios and creative applications

How you can present your skills, achievements and goals to potential employers varies between industries. When applying for a job in the creative industries, your CV will often need to be accompanied by examples of your work in a portfolio or a showreel.

Creative CVs

A creative CV usually makes up only part of the application for a job or commission. It is likely that you will be asked for a portfolio or showreel of your work as well.

What you include in a creative CV is essentially the same as a standard CV. If you are sending your CV to a gallery or music producer then only include

information that is relevant to your work as an artist, but if you are applying for a job in a creative industry you will still need to show your qualifications, skills and relevant experience.

You may decide to brand or style your CV to showcase your creative talents, or present it in a format that is more suitable for the industry. Whatever you choose, it is always important to make sure that the information is easy to access and read: the content of a creative CV is just as important as the layout and design. As with any application you should tailor your CV and your portfolio to the job or commission you are applying for.

Also see Artquest information on CVs for visual artists.

www.artquest.org.uk/articles/view/how-to-create-a-cv

Portfolios

A portfolio is a collection of your work that showcases your creativity, technical skill and achievements. Writers, designers, musicians and artists will all need to have a portfolio. The earlier you start work on this, the better.

Portfolios may consist of physical pieces of work (for example prints, photographs or paintings), digital or printed collections of your work (for example pdfs of writing samples or photographs of your work) or video or multimedia files (animators, musicians or graphic designers).

You might want to make your portfolio available online to allow employers to easily access examples of your work via a link in your CV. See the links below for further information.

- A guide for new arts graduates including tips on self-promotion on the internet. www.a-n.co.uk/resource/signpost-2
- Information from Artquest about online presence. www.artquest.org.uk/articles/view/photography6

Creating a portfolio

Spend time selecting the pieces of work you include. Impress employers with your best work rather than every single piece you have done.

- Organise it intelligently and with simplicity in mind.
- Have you thought about the way it will all flow and work together?
- What about the practicalities of actually presenting it to someone else?
- What do you think they will be looking for?
- Show someone else your work and ask them if it all flows well.

Presenting your portfolio

In some instances you may have the opportunity to present your portfolio directly to an employer, but very often you will be asked to submit it. If you are invited to present your portfolio to a potential employer or investor, plan carefully.

You won't always know how much time you will have in advance to go through the portfolio, so try to develop a strategy or plan of action. Be prepared to be flexible on this though.

Even if your portfolio is available online, make sure that you have a back-up plan in case there is no available internet connection. Take some pieces or printed copies along that you could use if this happens.

Present the most relevant piece of work first. This will show that you have thought about what the employer will be most interested in. If you have the luxury of more time you can show them more.

If your portfolio consists of larger physical items you will need to think about the logistics of getting it to and from the meeting.

- How are you going to get there: by train, car or bus?
- How far will you need to carry it from the station or bus stop?
- How will you bring your work into the meeting in a professional manner?

Showreels

A showreel is a must-have for animators, video, film and motion graphic artists, composers and musicians. It is essentially your CV. It aims to give potential employers an overview as well as showing your skills and abilities.

When composing your showreel consider the following points:

- Do some research about the company you are sending it to and focus on the most relevant examples of your work.
- Keep it short (around 2 minutes) and to the point. Employers usually know within the first 30 seconds whether they are interested in seeing more of your work.
- Ask someone whose opinion you trust to review your showreel.
- Make it available online and as a CD or DVD. Having your showreel online will make it much easier for potential employers to see. You can put a link to it in your CV or covering letter.

Issues to be aware of

- **Unpaid opportunities.** Many opportunities in the arts may be advertised as unpaid internships. The policy of the Careers Service is **not** to advertise any work which is unpaid. Please check details thoroughly before signing a contract. See the Careers Service 'paid internship' page to register for paid internship updates: <http://about.brighton.ac.uk/careers/find-a-job/paid-internships>
- **Intellectual Property.** Your ideas, creativity and innovation (known as 'Intellectual Property' IP) can be owned in the same way that you can own physical property. For example, if you undertake a commission, make sure you know who owns your work.

Contact Beepurple for advice or visit the websites below:

www.gov.uk/government/organisations/intellectual-property-office

<http://about.brighton.ac.uk/careers/enterprise>

Email: beepurple@brighton.ac.uk

Contact the Careers Service where you study

Eastbourne

Room 113, Trevin Towers, Gaudick Road, Eastbourne,
East Sussex BN20 7SP
(01273) 643845

Falmer

E Wing, Checkland Building, Village Way, Falmer
Brighton BN1 9PH
(01273) 643584

Grand Parade

Student Centre, Ground Floor, Grand Parade
Brighton BN2 0JY
(01273) 643187

Hastings

Priory Square Building,
Hastings, East Sussex TN34 1EA
(01273) 644643

Moulsecoomb

First Floor, Manor House, Moulsecoomb Place,
Brighton BN2 4GA
(01273) 642855

Email: careers@brighton.ac.uk

Blog: <http://blogs.brighton.ac.uk/careers/>

Facebook: <https://www.facebook.com/unibrightoncareers>

Twitter: <https://twitter.com/uniofbrightoncs>

Careers Centres are usually open Monday - Friday 9.30am - 4.30pm

This leaflet is available online at www.brighton.ac.uk/careers or in alternative formats – please ask for details.

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