

Marketing Intern – Nature of Role Belfast International Arts Festival 2016

Post:	Festival Intern (Marketing)
Internship:	This internship is flexible, voluntary and unpaid. A daily allowance of up to £6 will be paid at the end of each week as a contribution towards receipted travel expenses.
Period:	5 September – 29 October 2016
Hours:	Up to 37.5 hours per week, with flexibility at evenings and weekends during the Festival period
Reporting to:	The Marketing Manager
Location:	Festival Offices, 4 th Floor, Cathedral Quarter Managed Workspaces, 190-113 Royal Avenue, Belfast, BT1 1FF

Background

This year's Festival dates are Tuesday 11 October to Saturday 29 October 2016. Programme themes will include 'World In Motion' (exploring the human face of the refugee crisis), 'Bending The Bard' (a sideways look at the enduring appeal of Shakespeare on the 400th anniversary of his death), and 'Nineteen Sixteen' (artists and writers consider the multiple legacies from a momentous year).

Purpose and Scope

As the Marketing Intern of Belfast International Arts Festival you will be able to get involved with, and learn about all aspects of the promotion of the Festival. The internship will give you the opportunity to develop skills in a practical and busy environment. Based on your existing skills and interests you may be asked to take on some projects as your own.

You will be involved with

- Administrative and practical support to the marketing team
- Assisting with targeted marketing initiatives for specific shows
- Promotion of the Embrace Programme - liaising with schools, university organisations, community groups, generation leads and participation in the education activity
- Assisting with media partnerships, press packs and press tickets as directed
- Assisting with festival invited events including invitation lists and setting up at events
- Supporting social media at festival events
- Developing schedules for photography and videography activity, liaising with artists, marketing staff, photographers and videographers
- Liaising with Festival artists and agents to develop and write appropriate copy for audience programmes
- Any other duties agreed with the Marketing Manager appropriate to the internship

We are seeking people ideally with the following skills, experience and interests

- A university degree or at least one year's work experience
- Computer literacy with a working knowledge of Microsoft Word/ Excel
- Excellent organisational and communication skills
- Copy writing/critical writing
- Interest in the Arts

Skills and Personal Qualities

The key qualities sought are:

- Excellent communication, interpersonal, telephone, written and verbal skills
- Ability to work on several projects simultaneously, being able to prioritise effectively
- Ability to take instruction and work productively within a team
- English speaking
- Excellent attention to detail

Type of Engagement

Internship position from 5 September – 29 October 2016.

Remuneration

This internship is flexible, voluntary and unpaid. A daily allowance of up to £6 will be paid at the end of each week as a contribution towards receipted travel expenses.

Application Process

Applicants are invited to submit:

- A Curriculum Vitae outlining all relevant experience
- A letter setting out why you are interested in the role
- Contact details for two professional referees

Submissions

Submissions will only be accepted by email and should be sent to recruitment@belfastinternationalartsfestival.com

Closing Date

The closing date for receipt of your submission is 12noon on 16 August 2016.

Interviews

Interviews will be held in Belfast on 24 and 25 August. Applicants selected for interview will be expected to make themselves available on these dates.

Confidentiality

The Festival acknowledges applicants need for privacy and will take all necessary steps to ensure all applications and interviews are handled confidentially.

Further information

Enquiries in strictest confidence to Festival Administrator Naomi Conway on naomi@belfastinternationalartsfestival.com or 028 9033 2261.

Belfast International Arts Festival is committed to best practice in equal opportunities and welcomes applications from all sections of the community. The Principal funder of Belfast International Arts Festival is the Arts Council NI.