

Marketing and Administration Assistant: Internship

We're looking for an intern to work with and support our team to contribute to effective marketing and the smooth running of projects, shows and other events. The internship will also provide you with the opportunity to develop skills and learn more about marketing & administration and other job roles within festivals and events, to support your future career.

Specific Duties and Responsibilities

- To contribute to the marketing of shows, workshops and events through:
 - Distributing flyers and posters
 - Meeting with different groups and visiting venues and organisations to share information about our events
 - Creating contact lists
 - Updating 'What's On' websites and other online listings
 - Sending information to press
 - Creating content for social media, Facebook events etc
 - Creating e-newsletters and sharing them with relevant groups and individuals

- To provide administrative support for the organisation, for example organising meetings, updating databases, handling post, emails etc.
- To support the staff with on-the-day events management and delivery, for example stewarding for events, selling tickets etc
- To assist with the administration and marketing of weekly youth participation sessions
- To be a general point of contact for the organisation
- To assist with specific projects, to be agreed, to support the interns interests and skills they would like to develop

General

- To work within Strike A Light policies, including Health & Safety, Child Protection and Equalities
- To participate in organisation meetings and events as required
- To attend relevant training as and when required
- To positively represent Strike A Light at events
- Any other duties appropriate to the post and organisation

Person Specification

This is an internship position and so you do not have to have lots of experience or have worked in this kind of job before. The aim of the internship is to provide an opportunity to develop your skills and help you in your future career, whilst supporting the work of Strike A Light.

We are looking for someone who:

- Is enthusiastic about this opportunity
- Is interested in shows, festivals and/or events
- Is interested in working in marketing, administration and/or the arts
- Has a good level of written and spoken English
- Is confident talking to people and visiting groups and venues
- Is confident using a computer, in particular email and social media

If you do have voluntary or paid experience doing any of the tasks listed in the job description above, even better. Let us know about this in your application.

If you would like to apply via a different format (e.g video/audio) please get in touch

info@strikealightfestival.org.uk.

Closing date: Monday 26 April 2021

Interviews: Thursday 6 May

<https://strikealight.org.uk/marketing-and-admin-assistant-internship>