



Marketing Internships 2018/19

Dates

Internship 1: Spring 2018: Monday 23 April – Friday 27 July

Internship 2: Summer 2018: Monday 23 July – Friday 26 October

Deadline for applications for both positions is **Monday 5 March at 10am**
Informal interviews will be held **on week commencing Monday 12 March**
You will need to bring your passport to the interview.

Background

Warwick Arts Centre's Marketing Internship programme offers students and recent graduates a practical understanding and valuable insight into Arts Marketing.

Warwick Arts Centre has an important national and regional standing amongst audiences and the media. The Marketing Department plays a key role in the achievement of this enhanced profile. As the UK's largest arts venue outside London, Warwick Arts Centre welcomes a quarter of a million visitors every year to enjoy a diverse and exciting programme of performances, music, exhibitions and films.

The department comprises of four full time marketing staff (Marketing Director, Marketing Manager, Audience Development Officer and Marketing Assistant) and the Box Office team (Sales & Box Office Manager, Assistant Sales and Box Office Managers, Box Office Assistants) and the Intern will join as a member of this team. We also employ a large number of casual staff to help with distribution, sales, digital content, promotions and administrative duties, mainly made up of students.

We are looking for bright and enthusiastic people with a commitment to the arts and a strong drive to increase their experience of arts marketing to join our team for a 14/15 week placement.

Job Description

The Intern will work directly alongside the marketing team on various projects, activities and ongoing office duties. This valuable hands-on opportunity to participate in the daily functions of our marketing and press operation will give our Intern a wide range of experience.

The Intern will assist the Marketing Assistant in maintaining FOH areas, assisting with mailings, distribution and distribution research, proof-reading, creating and amending copy from time to time, maintaining media lists, contributing to occasional social media and digital campaigns, sending out press and listings information, monitoring media coverage, assisting in compiling press materials and press packs, assisting in clipping and cataloguing our press cuttings and updating the Warwick Arts Centre website.

We are recruiting for two Interns, one to work during the spring season and one to work during the summer period. We require a commitment of 3 days a week, preferably consecutive. The working hours for the Intern are usually Monday to Wednesday 10-6pm, but flexible hours can be considered, with an hourly rate of £8.45. Training will be given where necessary.

In the final week of the programme there will be a handover period. The Intern will induct the next Intern into the organisation and ensure that there is a smooth handover of all duties and responsibilities.

Key Qualities

We are looking for someone who is keen to be involved and would enjoy the opportunity to attend events at Warwick Arts Centre; who would like to learn more about marketing; and is keen to develop their skills, CV and develop a career in the arts. We are also looking for the following skills/attributes:

- An active interest and enthusiasm for the arts and an interest in marketing and promotion
- Quick learner
- Good written and verbal communication skills
- A good team-player
- A methodical approach, good attention to detail and efficient manner
- Basic IT skills with experience using Microsoft Office and Outlook. Mailchimp, Photoshop and a knowledge of HTML are desirable.
- Excellent organisational ability, time-keeping and a flexible 'can-do' attitude with a hands-on approach.
- The ability to work independently and use initiative
- A knowledge of the events at Warwick Arts Centre and previous experience working in the arts
- Proof-reading and creative writing skills
- Knowledge of the local area

Personal Specification

Specification	Essential	Desirable
Active interest and enthusiasm for the arts	y	
Interest in Marketing and PR	y	
Previous experience working in Marketing or Communications		y
Knowledge of events at Warwick Arts Centre		y
Good written and verbal communication skills	y	
Methodical and efficient approach with good attention to detail	y	
A good team-player	y	
Basic IT skills with experience using Microsoft Office and Outlook.	y	
Experience using Mailchimp, Photoshop and a knowledge of HTML.		y
Excellent organisational ability, time-keeping and a flexible 'can-do' attitude with a hands-on approach.	y	
Ability to work independently and use initiative	y	
Proof-reading skills		y
Creative writing skills		y
Knowledge of the local area		y

Please complete and submit your completed application form by **Monday 5 March at 10am**, also indicating which internship/s you are applying for. If you have been selected for interview you will hear from us by **Friday 9 March**. If you have not heard from us by this date, unfortunately you have not been shortlisted for the role.

If you require further information about these opportunities or require help completing the online application form, contact K.Farrell@warwick.ac.uk.