

MARKETING & ADMINISTRATION INTERN JOB DESCRIPTION 2019

Role: To support the wider Immediate Theatre team with marketing and administration to enable the company to achieve its artistic vision. **This is a one-year internship funded by the *Jack Petchey Foundation* from September 2019 – August 2020.**

Responsible to: General Manager

DUTIES

Administration

- To support all aspects of office management including: matters concerning the premises, ordering stationary, maintaining office based equipment and systems and keeping the office in order.
- To take a lead on specific administrative projects
- To take part in training, supervision and company development activities as required
- To provide administrative back-up for project staff, tours and participatory projects
- To support with management of Artistic Director's diary and maintenance of google Calendar
- To provide basic IT support to other staff and liaise with the contracted IT team as required
- To support the collation, filing and analysis of all quantitative and qualitative data
- To support the upkeep of the online database, Salesforce, and liaise with the delivery team to ensure it is up to date

Marketing and Communications

- To take a lead on developing and maintaining Immediate Theatre's presence on social media, generating relevant content where necessary
- To maintain and update Immediate Theatre's website
- To liaise with an external designer, working together to develop marketing materials for all programmes
- Where appropriate undertake market research for the company and its activity

Artistic Programme

- To research potential fundraising opportunities and to support with fundraising activities and applications
- To support the delivery team to plan, deliver and evaluate programmes to required standards
- To have an overview of schedules and ensure that resources are in place to support activities
- To visit projects as requested and act as an ambassador for the work
- To undertake other duties associated with this post as requested

PERSON SPECIFICATION

Essential

- Excellent and demonstrable organisation and administrative skills.
- Self-motivated with great attention to detail
- Very competent *Microsoft Office* user with the ability to provide basic computer support
- Good time management skills and experience of working to tight deadlines

- Excellent spoken and written communication and interpersonal skills
- An understanding of and commitment to Equal Opportunities.
- An understanding of and enthusiasm for community arts practice
- Experience of managing social media channels

Desirable

- A strong knowledge and keen interest in community arts and theatre
- A desire to develop a career in the Arts

Qualities

We are looking for an individual who:

- Is adaptable and flexible
- Is enthusiastic about their work and willing to contribute to company activities
- Enjoys working with young people
- Enjoys problem solving
- Enjoys a challenge and can work under pressure
- Can work under own initiative and as part of a team

HOURS & SALARY

This is a full-time post. Our usual working week is 35 hours per week (not including lunch break); office hours are 10am – 6pm (occasional weekend and evening work may be required). Annual leave is 25 days per annum.

Salary **£19,201** (plus an increment to include any uplift in London Living Wage from 1st April 2020).

ABOUT IMMEDIATE THEATRE

For 22 years, Immediate Theatre has worked with young people and communities in Hackney and East London to ensure access for all to arts activities that break down barriers and engage people in debate. Immediate Theatre's vision is for a society where questioning, articulate and motivated people create and collaborate to build thriving communities. Immediate Theatre's purpose is to use theatre and the arts to help people engage with issues and concerns and to imagine the process of change. The term "immediate" implying the "right here" on your doorstep and the "right now" of what is happening today. We believe that the arts have an intrinsic role to play in society that that it should not be banished to institutions but be happening everywhere.

Our Objectives:

- To provide inspiring participatory theatre programmes enabling people to reach their potential and prevent exclusion and social isolation
- To create performances which explore social issues, engage people in the process of change and influence decision making
- To improve health and wellbeing and increase life skills and employability through engagement in the arts.

HOW TO APPLY & TIME FRAME

- Please complete an application form (do not send us a CV) which can be downloaded alongside the job description. We generally receive applications by email, but please let us know if you'd like to submit your application in an alternative way.
- Please ensure that you have completed the equal opportunities monitoring form which can be accessed via the link on the Job Opportunities page.

- For email please insert **YOUR NAME: MARKETING & ADMINISTRATIONS INTERN** as the subject.
- Email your completed applications to recruitment@immediate-theatre.com by the **14th of August**.

TIME FRAME

Application Deadline:	9am Wednesday 14 th August
Shortlist Contacted:	Friday 16 th August
Interviews:	Wednesday 21 st August in London
Expected start date:	Thursday 12 th September

SHORTLISTING AND WHAT WE'RE LOOKING FOR

Shortlisting will take place as soon as possible after the closing date. We will go through your application in detail looking for specific evidence that you possess the knowledge and skills required for the role; the more evidence you provide, the stronger your application is likely to be. Don't just tell us you've got great organisational skills; tell us about when and how you've used them (this can be an example from school, college/university or previous employment – tell us what you did and how you think that meets the criteria.)

You might find it easier to use each of the essential criteria (and desirable criteria, if possible) for the PERSON SPECIFICATION as a heading and to write a short paragraph about each one. When writing your supporting statement, we recommend maximum of two A4 pages.

Shortlisted candidates will be contacted by email on 16th August and invited to an interview on 21st August in our offices in Dalston, London.

If you are not shortlisted, we will notify you by e-mail. Unfortunately, we do not have capacity to give feedback to people who are not shortlisted for interview, but if you are interested in discussing your career in the arts you are welcome to email us again to arrange a chat.

INTERVIEW

Interview panels vary but interviews are generally conducted by the Line Manager of the role together with one other person from Immediate Theatre and someone who does not work for the organisation.

OFFERS OF EMPLOYMENT

All offers of employment are made subject to contract, receipt of at least two suitable references and documentation confirming your eligibility to work in the UK.