



MARKETING ASSISTANT (INTERN) JOB APPLICATION PACK

JOB DESCRIPTION

Reports to: Chief Executive

Responsible for: Some supervisory responsibility for event teams/volunteers

Hours: 30 hours per week, to include evenings and weekends

Salary: Minimum wage

Place of work: Arts North Norfolk office in North Walsham and project/event venues.

Deadline for applications: 2pm on 2nd June 2016.

Main purpose of the role

To support the marketing and promotion of our programmes and projects.

To increase participatory levels with all programmes of Arts North Norfolk, using a variety of means including engagement activities via the creative programmes.

Engagement and marketing

1. To support and implement marketing and promotions, from grassroots marketing methods to social media.
2. To devise and deliver innovative means of engagement with target groups, particularly children and young people.

Projects

3. To develop projects with and for young people and act as our Young People's Ambassador.
4. To assist with the delivery and evaluation of projects.

General

5. To act as assistant to the Chief Executive with programme delivery and promotion of the organisation's work and objectives.
6. Any other reasonable duties as determined by the Chief Executive.

PROJECTS ASSISTANT PERSON SPECIFICATION

	Essential	Desirable
Experience	Experience of forms of marketing, including social media and online platforms.	Experience of working within the voluntary sector.
	Experience of using IT systems and databases, including Excel.	Experience of working in an office and customer service environment.
	Experience and interest in design, for posters, notices and other graphics.	
Knowledge and understanding	Able to communicate well with audiences, participants and partners.	Understanding of working for a charitable organisation.
	Able to prioritise workloads and understand team objectives.	
Skills and Qualifications	Excellent written, verbal, telephone and interpersonal skills.	
	Excellent organisational skills	

	including the ability to work to deadlines.	
	The ability to research, collate and evaluate information.	Knowledge of the arts/education/North Norfolk area.
	Desire to develop own skills in the creative industries.	Experience and skill as a performer (actor or musician).
Personal qualities	The ability to manage own workload and to work as part of a team.	
	A positive attitude and flexible approach.	
	Able to accommodate a flexible way of working, including evenings and weekends/ as fits with the events programme.	
	Understanding of the organisation's aims, including the promotion of arts and educational opportunities.	

This paid internship has been created as part of the Creative Employment Programme. The Creative Employment Programme is an Arts Council England fund to support the creation of traineeships, formal apprenticeship and paid internship opportunities in England for unemployed young people wishing to pursue a career in the arts and cultural sector. You can find out more at: <http://creative-employment.co.uk/the-creative-employment-programme>

There are certain criteria you must meet in order to be eligible to apply for a Creative Employment Programme funded internship. At the time of applying you must be aged 18 to 24 years old and you must be registered as unemployed with Jobcentre Plus. These eligibility criteria have been approved by the Department of Work and Pensions. If you wish to apply for this position please contact your local Jobcentre Plus (and quote the following LMS reference: **TBA**)

Arts North Norfolk is an equal opportunities employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities.

Deadline for applications: 2pm on 2nd June 2016.

If you are shortlisted for interview, the interviews will take place the week after.

For more information about the organisation and the application form visit

www.artsnorthnorfolk.org/jobs.