**MARKETING INTERNSHIP - PAID**

The Bush Theatre is recruiting a Marketing Intern. We are looking for an individual that is passionate about theatre, who has been searching for an opportunity to begin their career in arts marketing. This is a great opportunity to work in a busy theatre and learn by working alongside experience practitioners working in the industry.

This Internship is for three months starting in December and is part time, three days a week. Due to the nature of our business some evening work e.g. attending previews or helping on supporters’ guest nights, may be required for which overtime is not payable. For a full breakdown of responsibilities please see below.

The deadline for applications is 10 am on **04th November 2019**; short-listed candidates will be interviewed throughout the day on the 13th November 2019**.** To apply for this internship; you must be available on the interview date and for the full duration of the internship starting in December.

**Benefits of an internship:**

An internship at the Bush Theatre is a unique way to gain hands on career related experience in a producing venue, by carrying out planned and supervised work that:

* contributes to personal and professional development through meaningful work assignments
* involves a supervision component that is mentoring and educational
* enables you to gain an understanding of all departments working at the Bush Theatre
* has a reflection and evaluation process at the conclusion of the internship
* includes career guidance e.g. writing CVs and cover letters as well as preparing for interviews

Expected Outcomes:

You:

* improve and broaden administrative skills
* develop skills in delivering marketing content and reporting on engagement and sales
* gain understanding of Arts Marketing in a theatre setting
* gain understanding of Accessibility Best Practice in a theatre setting
* improve on copywriting skills within the performing arts
* learn how to effectively run social media channels in the arts
* experience working hands-on in a fast moving producing new writing venue

**Job Description**

**Title:** Marketing Intern

**Supervised by:**  Head of Marketing

**Work to be undertaken:**

* To provide general administrative support to the Marketing team
* To assist the Digital Marketing Officer with creating editorial and social content
* To assist the Marketing team with writing copy for Bush Theatre emails, flyers and brochures
* To support the Press Manager on setting up writer and actor interviews
* To assist with the collection of results data and audience data for campaign evaluation purposes
* To research best practice in accessibility to help the Bush Theatre be a welcoming and accessible venue for all audiences
* To support the producing team with accessibility best practice for performance

Limits of Responsibilities:

It is recognised that the intern is not a formal member of staff of the Bush Theatre and that as a consequence whilst the intern may be delegated important tasks that requires work without direct supervision, that they will not be delegated the full responsibility for the task.

**Person Specification:**

**Here’s what you DON’T need:**

• Degree

• Previous theatre experience

**Here’s what you DO need:**

* A passion for new writing and theatre
* An interest in arts marketing and to be excited about bringing new and diverse audiences to the Bush Theatre
* An eagerness to throw yourself in and take initiative
* Some experience in and flair for copywriting and/or editorial writing
* Organisational skills (prioritising and working to deadlines)
* To be computer literate, with some experience of Google suite
* **Willingness** to ask for help when necessary

*Desirable*

* Previous experience of working in an office or arts organisation
* Previous experience delivering content on social media and/or email platforms

**Terms and Conditions:**

**Hours of Work:** 24 hours per week to be worked between 10:00 to 18:00, 3 days a week. Due to the nature of our business some evening work e.g. attending previews or helping on supporters’ guest nights, may be required for which overtime is not payable.

**Duration of the Work Placement:** Three months (13 weeks) fixed term starting in December

**Intern Salary: £253.20** per week paid monthly into a bank account

**Holiday:** 30 days including bank holidays pro rata

**How to Apply:**

We want you to have the opportunity to really tell us about yourself and explain to us why this internship is right for you, so we would love to hear from you in whatever way feels most appropriate to you. All applications will be judged on content not on format. We have suggested some options below, but if you would like to suggest an alternative let us know.

* A written letter or statement
* Presentation PowerPoint
* Short video or sound file

All applications should address the following questions:

* Tell us a little about yourself and what you has brought you to this point in your life
* Why is the Marketing internship at the Bush the right opportunity for you at this time
* Imagine you need to convince a stranger that they should go and see your favourite play. Tell us what you would say about the play to persuade them
* Tell us about a change you'd like to see happen in your lifetime, and why it is important to you.

You can upload a video or sound file with your equal opportunities form and CV to us using the We Transfer service https://wetransfer.com/ – when using this service send your file to jobs@bushtheatre.co.uk with “Marketing and Sales Officer” in the subject line.

If you are applying in writing please send your application via email along with your equal opportunities form to jobs@bushtheatre.co.uk with “Marketing and Sales Officer” in the subject line.

Alternatively you may post your application to:

Jessica Pentney

Bush Theatre

7 Uxbridge Road

London

W12 8LJ

If you need any of this information in a different format or would like to suggest a different form of application please contact our Theatre Administrator, Jessica Pentney by email jessicapentney@bushtheatre.co.uk or phone 0208743 3584.

We actively encourage people with different backgrounds and skills to join us and positively impact our teams and working practice. We are particularly keen to receive applications from people of colour and disabled people. All disabled candidates who meet the minimum criteria will be invited to interview.

Your application and any associated personal information will be stored and processed in accordance with our Data Policy and destroyed after six months. We will keep your equal opportunities form for a period of up to 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are engaged by us, the information you supply will be kept securely and form part of your record with us.