



**Social Media, Marketing & Administration Internship**  
**Short Term Contract**  
**(6 months, Full Time; with a 2 month extension based on performance)**  
**Belfast**  
**Paid**  
**AVA Festival & Conference, Up Productions and Plume**

AVA Festival & Conference is currently looking for an enthusiastic and self-motivated **Social Media, Marketing & Administration** Intern, with a passion for music, festivals, arts, design and excellent attention to detail, to join their team.

Based in Belfast, the internship will be a paid 6-month full-time placement with the potential for a 2 month extension. The placement offers an excellent opportunity for individuals aged between 18-25 who are passionate and committed to pursuing a career in the music & festival sector.

The successful applicant will work across a series of projects, from the week beginning the 25th September 2017 until the end of March 2018, with the potential of a two month extension to the beginning of June 2018.

**Applications must be submitted by Midnight on Wednesday 6th September, with interviews occurring on Thursday 14th September. All applicants must be available for an in person interview on this date.**

Interns will get a chance to work and learn right at the heart of AVA, Belfast's leading electronic music & digital arts festival & conference, gaining valuable experience and establishing the start of their career in the industry. Along with supporting Up Productions and Plume.

As well as duties particular to the business and specific projects, some general and regular responsibilities for interns include – managing AVA, Up Productions & Plume social media accounts and platforms, contributing to marketing strategy, preparing documents for weekly / ad hoc meetings, updating & managing contact databases, preparing and sending newsletters, supporting the wider festival team and general support with administration in terms of diary management, booking transport and ordering stock & stationery.

We are looking for a self motivated, hard-working and enthusiastic individuals who are actively engaged in social media, with excellent communication, understanding and working knowledge of social platforms, IT and organisational skills. Our interns also need to be able to keep calm under pressure and prioritise their own workload. Knowledge of working in an office

environment is essential and music and design experience (personal or professional) is desirable.

The internship is open to people from all backgrounds. We particularly welcome applications from BAME applicants, female-identifying applicants and those from lower income backgrounds. A university degree is not required.

### **Main Purpose of Role**

To provide support and assistance on the Festival's **Social Media, Marketing & Administration**.

Apply via: <http://www.thebigmusicproject.co.uk/>

### **Person Specification**

#### **Essential:**

- Passionate about music, social media & festivals with a desire to progress in the industry.
- 'Music' and 'Social Media' experience (personal or professional).
- Actively engaged in social media and social trends.
- Understanding and working knowledge of multiple social media platforms essential - i.e.: Facebook, Twitter, Instagram, Snapchat, Wordpress, Mail Chimp, etc
- The ability to learn quickly.
- Be able to think creatively and come up with original marketing ideas.
- Self-motivated, hard-working and enthusiastic.
- Excellent verbal and written communication skills.
- Highly organised with the ability to keep calm under pressure.
- Flexible and able to prioritise own workload.
- Good computer skills i.e.: Microsoft Office, Excel, Word.
- Strong digital organisational skills.
- Knowledge of Adobe Creative Cloud, particularly illustrator, Paint Shop Pro & after-effects desirable.

### **Disclaimer**

The company presents this job description as a guide to the major areas and duties for which the jobholder is accountable. However, the business operates in an environment that demands change and the jobholder's specific responsibilities and activities will vary and develop.

Therefore, the job description should be seen as indicative and not as a permanent, definitive and exhaustive statement.