



**Office & Live Event Support Internship
Short Term Contract
(February to June, part-time, unpaid) Belfast
AVA Festival & Conference, Up Productions and Plume**

AVA Festival & Conference is currently looking for an enthusiastic and self-motivated office & live event support 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 6-month-part-time, unpaid placement. The placement offers an excellent opportunity for individuals in University or College, 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 5th February 2018 until the end of June 2018.

Applications must be submitted by Midnight on Friday 19th January 2018, with interviews occurring on Tuesday 30th January. 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 – Assistant to Programme, Partnerships and Marketing Manager, Merchandise support, Office Administration support and ad hoc duties and Live Event Duties.

We are looking for a self motivated, hard-working and enthusiastic individuals who are able to think quick on their feet. 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.

Main Purpose of Role

To provide support and assistance to the Wider Festival team with a focus on Administration, Social Media & Marketing support.

Apply via: [HERE](#)

Person Specification Essential:

- Knowledge of Google suite including Docs, Sheets, Forms & slides
- 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.
- Self-motivated, hardworking 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.

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 job holder'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.