



**AVA & Up Productions Internship Programme**  
**UK Living Wage, 3 days per week (Tuesday - Thursday)**  
**Starting Mid-July - Mid-October 2021 (3 months)**  
**Must be based in Belfast, Northern Ireland**  
**Remote working required**

AVA & Up Productions are currently looking for an enthusiastic and self-motivated intern to work on admin, marketing, social media and project based support. The ideal candidate will have a passion for music, festivals, arts, design, have an ear to the ground in Belfast and an excellent attention to detail, to join their team.

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 AVA projects beginning in July.

Applications must be submitted by Midnight on Friday 30th June. Interviews are scheduled to take place in July. All applicants must be available for a digital interview.

The successful candidate will get a chance to be at the heart of Belfast's leading electronic music and digital arts festival, which features music, visual art, installations + more. They will gain valuable experience and establish the start of a career in the music and events industry.

As well as duties particular to the business some general and regular responsibilities include – Assistant to the marketing & programme manager, social media channel support, merchandise support, street team and volunteering admin support, office administration, ad-hoc duties and live event duties during AVA festival in September.

We are looking for self-motivated, hard-working and enthusiastic individuals who are able to think on their feet. The selected candidate will be able to keep calm under pressure and prioritise their own workload. Knowledge of working in an office environment is essential, event, music and design experience (personal or professional) is desirable.

## **Main Purpose of Role**

To provide support and assistance to the Marketing Team & Creative Director plus support day-to-day office tasks.

Apply via: [this link](#)

### Person Specification Essential:

- Knowledge of Google suite including Docs, Sheets, Forms & slides
- The ability to learn quickly.
- Strong digital organisational skills.
- 'Music' and 'Social Media' experience (personal or professional).
- Understanding and working knowledge of multiple social media platforms essential - i.e.: Facebook, Twitter, Instagram, Wordpress, Mail Chimp, Discord, Tiktok, Snapchat
- Actively engaged in social media and social trends.
- Strong computer skills i.e.: Microsoft Office, Excel, Word
- Hands on work ethic, with the ability to problem solve in different environments.
- 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 your own workload.
- Passionate about music, social media & festivals with a desire to progress in the industry.

Disclaimer - The company presents this placement 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 placements holder's specific responsibilities and activities will vary and develop. Therefore, the placement description should be seen as indicative and not as a permanent, definitive and exhaustive statement.