



**AVA & Up Productions Internship Programme
Office & Event Support
Paid at Living Wage, 20 hours per week.
Starting November 2020 for 10 months
Applicants must be between 16-24 years old
Belfast, Northern Ireland
Remote working required**

AVA & Up Productions are currently looking for an enthusiastic and self-motivated intern aged 16-24 to work on admin and project based support. The ideal candidate will have a passion for music, festivals, arts, design and 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 projects, beginning in November.

Applications must be submitted by Midnight on Friday 27th November, with interviews occurring on December 4th 2020. All applicants must be available for an interview.

The successful candidate will get a chance to learn right at the heart of AVA, Belfast's leading electronic music and digital arts festival & conference, which features music, visual art, installations, exhibition + more. They will have the potential to gain valuable experience and establish the start of their career in the industry. Along with supporting Up Productions projects.

As well as duties particular to the business and specific projects, some general and regular responsibilities 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 self-motivated, hard-working and enthusiastic individuals who are able to think quickly on their feet. Our placement students need to 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 Creative Director and Events & Marketing Team, plus support day-to-day office tasks.

Apply via: [HERE](#)

Person Specification Essential:

- Knowledge of Google suite including Docs, Sheets, Forms & slides
- The ability to learn quickly.
- Strong digital organisational skills.
- 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.
- Good computer skills i.e.: Microsoft Office, Excel, Word.
- '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
- 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.