**Advert**

**Lewisham Live Festival**

**PAID Festival Intern**

**Part-Time Fixed Term: 30 days between January - May 2020**

**Salary: £10.80 per hour**

**GAIN EXPERIENCE TO LAUNCH YOUR CAREER IN THE ARTS**

Lewisham Live is a festival of music and dance from the children and young people of Lewisham, which is brought together by a group of local partner organisations each year in Spring.

From its roots in one-off arts performances, the festival has grown year on year to become one of the most important events on the Lewisham youth calendar, with over 2000 young people annually performing to an audience of over 4000.

We are looking for an enthusiastic intern for our 2020 festival to bring new ideas and great energy to the festival team. Working closely with the festival coordinator and Lewisham Education Arts Network (LEAN) team, the intern will support the festival with:

* Volunteer support/co-ordination
* Office Administration
* Social Media and marketing
* Evaluation and monitoring
* Onsite event support

Lewisham Live prides itself on creating unique and high-quality projects and events for young creatives in the area, and the festival intern will help to advise, influence and develop the festival from a new perspective.

This opportunity is a great first step for a young person with an interest in dance/music who is looking to develop a career in festival/event/arts project management. The role also provides a chance to attend festival and training events and to work alongside representatives from some of London’s most prestigious arts organisations.

**Lewisham Live Festival**

**Job Title: Festival Intern**

**Job Description**

**Post:**  Lewisham Live Festival is recruiting a paid festival intern to support the development, management and growth of the 2020 festival.

**Aim of Role:** To work alongside the festival coordinator on administration, marketing, volunteer management, evaluation, monitoring and onsite event support.

**Summary of Responsibilities:**

* Undertake administrative and operational duties to support the effective delivery and evaluation of Lewisham Live events.
* Assist with preparing documents, taking minutes and maintaining records of festival meetings.
* Supporting the application for licences and permissions as needed.
* Marketing festival events and projects through the festival website/social media, as well as developing new marketing routes and campaigns.
* Offering ideas and acting as a ‘voice of the young people’ at meetings and events.
* Acting as festival volunteer coordinator to recruit and support our team of Ambassadors.
* Collecting evaluation data at events and supporting report writing for festival funders and partners.
* To carry out such other duties and responsibilities, as may reasonably be required.

**Contract:** 30 days between January – May 2020

**Working hours**: 7 hours per day, likely to be approximately 1 day per week + more during the festival period (mid-February to early April)

**Salary**: **£10.80 per hour**

**Office Venue**: Lewisham Education Arts Network (LEAN) office, The Albany, Douglas Way, London SE8 4AG

**Organisation details**: Lewisham Live festival is an annual celebration of dance and music performed by children and young people across Lewisham. The festival is programmed and delivered by a group of partner organisations including Trinity Laban Conservatoire of Music and Dance, Horniman Museum and Gardens, Lewisham Music, Blackheath Halls, The Albany, LEAN, Young Mayor’s Office and the Midi Music Company.

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**Person Specification**

**Knowledge/Experience**

1. Some knowledge/understanding of youth music and/or dance.
2. Some knowledge/understanding of managing arts events/projects.
3. Some knowledge/experience of monitoring and evaluation, and an understanding of its purpose.
4. Some understanding of volunteering in the charitable sector.

**Skills**

1. MS Office skills, including Excel and Outlook.
2. Good knowledge of social media platforms and how they are used for event marketing.
3. Planning and organisational skills including the ability to prioritise a busy workload.
4. Good verbal and written communication skills and the ability to engage with a range of people including the general public, young people and their chaperones, arts organisations etc.
5. Good interpersonal skills and the ability to understand of the needs of volunteers.
6. A flexible and non-judgemental approach to people and work.
7. The confidence to directly collect data from participants and audiences as part of the evaluation process.

**Personal Qualities**

1. Ability to work using own initiative.
2. Willingness to muck in with the tasks required by a small team and to undertake routine tasks as well as more complex responsibilities.
3. A flexible approach to work and willingness to learn.
4. Reliable and conscientious.
5. A commitment to the principles of equal opportunities and diversity.

**Other Requirements**

1. Knowledge of the London Borough of Lewisham and its communities is desirable.
2. Flexible working will be required with some evening and possible weekend work during the festival
3. A Disclosure and Barring Service (DBS) check will be required and, if necessary, arranged by the festival.
4. Applicants for this role must be eligible to work legally in the United Kingdom.
5. WE WELCOME APPLICATIONS FROM PEOPLE LOOKING TO TAKE THEIR FIRST STEPS INTO A CAREER IN THE ARTS

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# How to Apply

Please send a CV and covering letter by email to lewisham.live@leanarts.org.uk

(please contact us if, for any reason, you are unable to send your application electronically).

The covering letter ***must*** clearly show how you meet the ‘person specification’ and **use the numbers in the specification**. Please be succinct and reference how you meet all the criteria**.**

**Deadline for applications: Noon, Friday 29th November 2019**

Interviews will be held on either **Thursday 12th or Friday 13th December 2019.**

Ideally the successful applicant will start the week commencing 13th January 2020.

**Please note: Applicants for this role must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately, we are unable to consider your application.**

Further information on the role can be gained by emailing lewisham.live@leanarts.org.uk and visiting <https://www.lewishamlivefestival.co.uk/>

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