



INTERNSHIP: COMMUNICATIONS ASSISTANT

About Us:

Dublin Dance Festival champions the potential of the moving body to unlock new perspectives on our changing world. As well as bringing the biggest names in contemporary dance from around the world to the stages and streets of Dublin each May, DDF acts as a vital interchange between contemporary dance artists and audiences; creating and sharing extraordinary dance experiences, generating opportunities for artists and deepening engagement with Dance in Ireland year-round. In 2019, DDF will celebrate its 15th Edition from 1-19 May.

www.dublindancefestival.ie

About the Internship:

Duration: 5 months (starting 21 January 2019)

Time Commitment: Jan-Feb (3 days per week), March (4 days per week), Apr-May (full time with regular evening event work during the Festival: 1-19 May), June (2 days a week)

Dublin Dance Festival (DDF) is looking for a creative and hard-working individual with a flair for communications and an interest in a career in the cultural sector to join the team for the 2019 festival season.

As the Marketing Assistant, you will work closely with the Communications & Development Team and gain practical experience of planning and implementing a comprehensive marketing and communications campaign.

This is a great opportunity for someone looking for excellent work experience in a welcoming and dynamic environment. And if you have a particular love for dance, that wouldn't hurt either!

The role will include:

- Creating engaging content for the Festival's social media, e-newsletters and website
- Managing the Festival's social media channels in line with the digital content strategy
- Assisting with event coordination (e.g. Festival launch, performance receptions and DDF Member events)
- Event invite list management
- Coordinating production of show programmes
- Coordinating distribution of promotional material
- Sourcing and securing partnerships with local restaurants, coffee shops and pubs
- Collating and analysing audience survey results
- Assisting with production and proofreading of marketing materials
- Assisting with advertising and promotional campaigns
- Additional administrative and project-based duties as required

Our ideal Communications Assistant will have:

- A keen interest in and knowledge of arts/festivals/events in Ireland
- A willingness to work as part of a team within the ethos and values of the Festival
- A degree in marketing/PR/communications or previous relevant work experience
- Excellent communication and interpersonal skills
- Flawless English skills (both written and spoken) with excellent attention to detail
- Experience with managing social media channels, bulk mailing systems (e.g. Mailchimp) and websites (e.g. Craft CMS)
- Experience working with Google Ads and Google Analytics
- Experience using design / editing programmes
- A high level of computer literacy, including knowledge of Microsoft Office packages
- The ability to complete tasks as directed but also take initiative and work independently where appropriate
- Strong time management and organisational skills
- A friendly, approachable and flexible attitude

Terms & Conditions:

- The position is unsalaried but a nominal allowance for daily expenses is provided
- In addition, a small honorarium is paid upon successful completion of the internship
- Normal working hours are 10am – 6pm, Monday – Friday but some work outside of these hours may be required where necessary, particularly in the lead up to and during the Festival.
- The position is based at Festival House in Temple Bar, but off-site work may also be required, particularly in the lead up to and during the Festival
- You will be invited to identify key learning objectives/skills which you wish to obtain through the internship
- You will be supported throughout your internship by an assigned DDF staff member and the wider Festival Team

Here's what the DDF Communications Assistant in 2018, Catherine Rothweiller, had to say:

"My time with Dublin Dance Festival was without a doubt the most valuable experience of my undergraduate experience. From the first day, I felt like a valued member of the team. I was able to gain practical experience and develop my skills in administration, event planning, marketing, social media management, and much more. Besides the valuable work experience, I was also able to develop professional relationships and contacts with some of the biggest movers and shakers in the Dublin performing arts scene. After my time as part of the DDF team, I feel fully confident that I have the tools to begin a successful career in the arts sector."

How to Apply:

Email your letter of application and CV to recruitment@dublindancefestival.ie by 6pm on Friday, 7 December 2018. In the subject line, please indicate the position for which you are applying.

In your letter, please outline: (i) Why you wish to apply for this internship and how you see it furthering your career (ii) Why you are a suitable candidate for this internship and what skills and experience you would bring to the post.

Shortlisted candidates will be contacted and interviews will take place 12 – 14 December.

Dublin Dance Festival is an Equal Opportunities Employer.