



www.b-side.org.uk

## **b-side Internship 2016**

**b-side Internship – Festival Production & Marketing Assistant**

**Pay: National Minimum Wage**

**Hours:** 30 hours per week (variable) x 26 weeks

**Time Period:** March – September 2016

**Location:** b-side HQ, Fortuneswell, Isle of Portland

### **Specification:**

b-side is seeking an intern for its 2016 Festival. This is an exciting opportunity to be part of a high profile arts organisation that commissions artists to make new work. The intern will be an integral member of the project team and will be involved many aspects of the project – with a particular emphasis on event management, marketing and social media.

**This post is part of the Creative Internship scheme candidates must be aged 18-24 and claiming Jobseeker's Allowance.**

**This position is paid at the appropriate National Minimum Wage hourly rate, and would suit a recent graduate looking to develop a career in the arts, this is a fantastic opportunity to experience of working in a busy arts organisation with a national reputation. A can-do attitude is essential as is the ability to work well under pressure. Leading up to events you will be expected to work evenings, weekends and Bank Holidays as required.**

### **Main Duties:**

Duties will include but are not limited to:

1. Assisting the Creative Producer and b-side team in all aspects of programme management which will include attending meetings, taking minutes, general admin, marketing, evaluation and monitoring.
2. Supporting event management for the Festival 2016, including supporting volunteer recruitment and festival rotas.



[www.b-side.org.uk](http://www.b-side.org.uk)

Specific duties will include the maintaining and contributing to the social media activity for b-side (facebook, Twitter and website and blog)

**Essential Qualities:**

- Active interest in culture
- Friendly and enthusiastic
- Positive and confident manner
- Ability to work as part of a team
- Reliable, organised and self motivated

**How to apply:**

Send your application to [producer@b-side.org.uk](mailto:producer@b-side.org.uk) to include the following:

- An up to date CV
- A short statement (no more than one side A4) outlining your suitability for this internship and what you think you could bring to b-side
- Any additional info or images that you think will add to your application

**DEADLINE FOR APPLICATIONS: 5pm FRIDAY 26<sup>th</sup> February 2016**

**INTERVIEW DATE: Monday 7<sup>th</sup> March 2016**

**Background Information:**

b-side is a partnership arts organisation established to prioritise and develop new creative talent and commission new interdisciplinary, site-based work from artists that animate public spaces in Weymouth and Portland. The name b-side derives from the flip side of vinyl recordings, which often explore the less commercial side of an artist's repertoire. b-side has recently been successfully included in Arts Council England National Portfolio, thus securing funding until 2018. For more information [www.b-side.org.uk](http://www.b-side.org.uk)



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This paid internship has been created as part of the Creative Employment Programme. The Creative Employment Programme is an Arts Council England fund to support the creation of traineeships, formal apprenticeship and paid internship opportunities in England for unemployed young people wishing to pursue a career in the arts and cultural sector. You can find out more at: <http://creative-employment.co.uk/the-creative-employment-programme>

### **IMPORTANT INFORMATION:**

There are certain criteria you must meet in order to be eligible to apply for a Creative Employment Programme funded internship.

**At the time of applying you must be aged 18 to 24 years old and you must be registered as unemployed with Jobcentre Plus.**

These eligibility criteria have been approved by the Department of Work and Pensions.

b-side is an equal opportunities employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities.

