Communications Internship - Theatre and Dance

**Role Overview**

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| Host Department | Communications |
| Placement Manager | Senior Communications Manager – Theatre and Dance |
| Period(s) Offered | 3 months |
| Potential start date | Monday 10 January 2022 |

General Purpose

Internship placements in the Communications department at the Barbican Centre are designed to provide successful candidates with hands-on experience in a specialist area of the industry.  Under the supervision of the placement manager and through interaction with other department team members, interns will have the opportunity to engage in a full spectrum of entry-level tasks, gaining an understanding of how the department and the artistic programme work.

Placements are awarded to enthusiastic candidates who wish to build on their skills in this environment and gain a broader understanding through practical experience for 3 months.

Overview

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| This internship is offered for… |
| 3 days a week for 3 months working 10am until 6pm in line with the Communications department office hours.  To gain the full experience interns are encouraged to participate as much as possible in departmental activity – this may include attending press evenings or other departmental events which may take place in the evenings. |
| The successful candidate will have the opportunity to gain experience in the following areas on a daily basis: |
| * Assisting with researching individual productions within the Theatre and Dance programme. * Assisting with arranging photocalls for the national media, including liaising with visiting companies and informing the media. * Being present and assisting at media photocalls and press nights. * Answering journalists’ and visiting companies’ enquiries by telephone and by email, and queries from other sources. * Providing administrative support for the Senior Communications Manager, PR Consultant and Communications Officer for Theatre and Dance including circulating media coverage, photocopying, and arranging press trips logistics. * Working closely and sharing information with colleagues in the Theatre Department.   To gain the full experience, interns are strongly encouraged to participate in the entire range of activities.  Ideal candidates are those who demonstrate a willingness to develop in all aspects of the department’s work. |



Entry requirements

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| This placement would ideally suit a candidate who: |
| * Has a passion for the arts, particularly theatre and/or dance * Has a good telephone manner and IT skills * Is enthusiastic, willing to get involved and embrace the entire experience of working in the department * Is a great team worker |
| Due to the nature of the work in this department, candidates are required to have … |
| * Some experience of working in an office, preferably within an arts organisation * Some experience in Microsoft Office packages – particularly Outlook and Excel * A demonstrable knowledge of the Barbican Centre’s activities and artistic programme |
| The successful candidate may also have the opportunity to build on the following skills and experiences: |
| * Experience of working in the arts * Experience of working in media relations * Use of databases * Foreign languages |

Location

This internship is located at the Barbican Centre – Communications, Silk Street, London, EC2Y 8DS

Rate of pay

London Living Wage of £12.16 per hour

Payment is on a weekly basis for the hours worked and will be made by direct debit to your bank account.

Application procedure and information

To apply for this internship please send a tailored CV and covering letter detailing why you would like the be awarded the internship and what you would like to get out of it.  Submit your application by e-mail to [careers@barbican.org.uk](mailto:careers@barbican.org.uk) with Communications Internship (Theatre) and your full name clearly marked in the subject line.

For more information, contact [careers@barbican.org.uk](mailto:careers@barbican.org.uk) or 020 7382 7319. Please do not contact the Communications department directly.

Closing date for submissions is midday on Monday 29 November 2021.

Interviews will take place in the week commencing Monday 06 December 2021.

Due to the large number of applications it is not always possible to let you know if your application has not been successful. If you have not been contacted by Monday 06 December 2021, please assume you have not been successful on this occasion.

Please note that internships do not lead to automatic employment.  Interns may apply for permanent positions and vacancies advertised through standard procedures.