



INTERNSHIP: COMMUNICATIONS ASSISTANT

About us:

Dublin Dance Festival (DDF) is a creative catalyst. The core reason the organisation exists is to bring outstanding dance to Irish audiences of all ages and backgrounds, and to create opportunities for dance artists, through programming, commissioning and artistic partnerships. DDF will positively impact the cultural landscape in Ireland, working with other partners and stakeholders to build a dynamic trajectory for dance. The 2018 Festival will take place from 2nd – 20th May. www.dublindancefestival.ie

About the internship:

Role: Communications Assistant

Duration: 6 months starting week 3 in January

Time Commitment: Ideally 3 days per week January & February; 4 days per week March; fulltime April & May; 2 days a week in June. Duration and hours can be somewhat flexible to accommodate the successful candidate.

The Communications Assistant will work within the communications team, to support the Festival's communication strategies. The role will suit a dynamic and committed graduate interested in a career in communications within the cultural sector. The internship will offer practical experience of planning and implementing a communications campaign. The Communications Assistant will liaise with venue and programme partners, participating artists, suppliers and other stakeholders in the Festival. The role involves:

- Assisting with DDF advertising and promotional campaigns
- Assisting with production of marketing materials
- Content creation across the Festival's digital channels (website, social media, e-newsletters)
- Assisting with DDF's social media campaigns
- Supporting development and sales strategies

- Research and collation of marketing content from Festival artists to support the marketing and PR campaign
- Assisting with Festival events such as the launch, receptions and Festival Friends events
- Collating invite lists and maintaining the audience database
- Coordinating distribution of the Festival's promotional materials
- Coordinating the production of Festival show programmes
- Assisting with customer research
- Other administrative duties and project managements as required

We are looking for someone with:

- A third level qualification in Marketing / PR or a related area, who wants to gain work experience in the cultural sector
- Excellent communication and interpersonal skills
- Strong project management and organisational skills
- Experience with social media, email and online marketing
- Capacity to deliver excellent customer service
- An ability to complete tasks as directed but also take initiative and work independently
- Capacity to work well in a small team in a busy, demanding environment
- A friendly, approachable and flexible attitude – someone who can represent the Festival well
- A strong interest in arts/ festivals /events in Ireland
- An ability to work within the values and ethos of DDF, supporting diversity, equality and inclusion across your work

Terms & Conditions:

- The position is unsalaried but a allowance for daily expenses (travel & lunch) is provided
- In addition, a modest honorarium is paid upon successful completion of the internship
- Normal working hours are 10am to 6pm, Monday - Friday but flexibility will be required especially 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 the Communications and Development Manager and the wider Festival team

How to apply?:

Please forward a letter of application and a CV to recruitment@dublindancefestival.ie by 5pm on Wednesday 15th November. On the subject line of the e-mail please indicate which internship you are applying for.

In your letter please outline:

- (i) Why you wish to apply for this internship and how you see it benefiting 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 called for interview the week starting Monday, 20th November

Dublin Dance Festival is an Equal Opportunities Employer.

As experienced by DDF's past interns:

"From day one I felt like part of the team, carrying out valuable tasks and playing an important role in the success of the Festival. What can you expect from this internship? No two days are ever the same! I was responsible for coordinating the Festival's social media profiles, creating content for the website and e-newsletters, producing the show programmes, assisting with advertising and promotional campaigns, proofing the 2017 brochure, liaising with artists and partners and much more. I was constantly busy in an environment where I had the freedom to learn as much as possible.

A big plus was working with a manager and team that were hugely supportive and always happy to help with any questions I had - not to mention great fun to be around! What makes this internship so special, in my opinion, is that during Festival time in May, when the internship comes to a close, you can see how your hard work paid off. Having the opportunity to attend each show that you've worked to promote all year is a great feeling and a real treat for a dance enthusiast like myself. If anyone has an interest in marketing for the arts, this is definitely the internship for you. It's been invaluable to my career to intern at Dublin Dance Festival this year and I really couldn't recommend it highly enough." **Amy Byrne, Marketing Assistant**

"From the moment I arrived I felt such a warm welcome and knew it would be a great few months ahead. There couldn't be a nicer team to work with and they made the experience all the better. As Sales & Events Assistant I got plenty of opportunities to carry out all the various event management responsibilities in the office as well as meeting clients and arranging logistics for various elements of the festival. Overall, an internship with DDF is a great opportunity for advancing your event management skills and you can be assured you won't be just left getting the coffee but instead will be taken on as one of the team and shown the ropes from the get-go." **Jamuna Leader, Sales & Events Assistant**