



Dublin Dance Festival Internship Opportunity - Sales & Events Assistant

Duration: 5 months, starting January 2016

Time Commitment: 2.5 days a week January – February, 3 days a week March – May, fulltime during the Festival 17 – 28 May

Description:

The Sales & Events Assistant will work as a valued member of the core Festival team to maximise revenue generation through specific audience outreach development and sales initiatives. He/she will co-ordinate and promote key Festival events and provide administrative assistance to the Marketing and Operations teams at the Festival. This role would suit someone interested in a development or event management role within the cultural sector. The Sales & Events Assistant reports to the General Manager and Marketing Manager. Duties include but are not limited to:

- Audience outreach development
- Audience development research and segmentation
- Online & offline event promotion
- Email marketing
- Digital and social media marketing & promotion
- Assist with Festival launch and receptions
- Assist with co-ordinating/promoting specific corporate events
- General administrative support to the Marketing and Operations teams

Person Specification:

- A degree in event management, or previous work experience in this or a related area
- Ability to work well as part of a team in a busy office environment
- Excellent communication and interpersonal skills
- Excellent capacity for customer service and ability to represent the Festival
- Ability to complete tasks as directed but also take initiative and work independently
- Fluency in English essential (both written and oral) with excellent attention to detail
- A knowledge of additional languages is an advantage
- Computer literacy with working knowledge of Microsoft Office
- Excellent working knowledge of social media
- Excellent time management and organisational skills
- An enthusiastic and flexible attitude
- Strong interest in and or knowledge of the arts / festivals / events in Ireland

Terms & Conditions:

- The position is unpaid 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 to 6pm, Monday - Friday but flexibility will be required outside of these hours. In the lead up to and during the Festival there will be off-site work
- 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 General Manager and Marketing Manager and the wider Festival team.