

exeter phoenix

Position: Event Assistant Intern

Location: Exeter Phoenix, Exeter, UK

Contract: Fixed-term, part-time at 12 hours per week for 7 weeks.

Salary: National Living Wage (£11.44 an hour)

Application deadline: 12pm GMT, 28th February 2024

Start Date: w/c 20th May. Applicants must be available to work on Sunday 30 June.

About Exeter Phoenix

Exeter Phoenix is a vibrant, world-class multi-artform venue in the heart of Exeter's city centre. Each year we host hundreds of events and artistic activity spanning many disciplines. Live music, theatre, cinema, contemporary art, DJ events, dance, comedy, talks, creative courses, classes and workshops, family events ...and everything in between.

The Role

Exeter Phoenix are looking for a dynamic, pro-active and energetic individual aged between 18-30, to join their small and ambitious team. You will be passionate about delivering brilliant, inclusive and impactful events. You will also believe in communities coming together to learn and share ways to act on our climate responsibilities through natural world storytelling.

The role will support the programming team responsible for a one day festival, in June, which will explore a greener and more sustainable future of the arts in Exeter. The role will also support ideas for legacy events and initiatives for year round 'Green Phoenix' programming.

Main Duties and Responsibilities

Event Planning

- Support the production of the Green Phoenix Festival event.
- Liaise with guests and producers and support prep of all activity including event programmes, production, contacts, scheduling and call sheets.
- Coordinate and record minutes of event meetings.
- Support the Programming team (Fundraiser, Film Programmer, Live performance Programmer, Green Phoenix Coordinator)
- Assist in Green Phoenix outreach, maintain and update email, website and social content including the drafting of engaging and relevant copy.
- Assist with the planning, drafting and designing of engaging Green Phoenix focused social media content (Instagram, YouTube and Facebook).
- Researching new audience bases and assisting in designing strategies to engage them.

- Support ideas to develop year round Green Phoenix events by developing a log for programmers to refer to which will include researched natural world titles, climate justice films and other activity which is concerned with climate awareness.
- Attend UK Green Film Network meetings and represent Green Phoenix at industry and networking events, where appropriate.

Event Delivery

- Assist in the event management of the Green Phoenix Festival (30 June 2024).
- Act as point of contact for guests and speakers, support allocation of hospitality and event information.
- Assist in set up and take down of Green Phoenix Festival event.
- Support Green Phoenix Festival event evaluation.
- Provide support to the team throughout the day.

Applicant Requirements

- Awareness and passion for the Natural World and environmental issues.
- An interest in events marketing, social media and digital content.
- An interest in event management and hospitality.
- Good computer literacy, ideally with good working knowledge of Microsoft Office and Excel and Canva.
- Excellent communication and 'people' skills.
- Good organisational, lateral skills and attention to detail.
- 'Can do' attitude.
- Good at taking instruction, listening to what is required and to do what is asked.
- Enjoy working as a team.
- A passion for creating a positive impact.
- A good team player, who can take direction but also work well independently using own initiative.

Skills which will be developed through the opportunity

- Basic administration – running sheets, risk assessments, expenses, archive, deliverables.
- Knowledge of Programming for the arts and event curation.
- Experience of working with people at every level of event.
- Developing a network of key industry contacts and seeking future opportunities
- Copywriting experience.
- Social media skills such as content creation and scheduling.
- Ability to prioritise different tasks, sometimes for different people.
- Ability to work independently, managing your own time and projects.
- Ability to deal creatively with problems and use your own initiative.
- Data management.

The Event Assistant Intern will also:

- Receive access to screenings at events at Exeter Phoenix
- Receive cafe bar discounts.
- Receive mentoring from members of the Green Phoenix events team throughout the duration of the post.

- Be assigned a work place buddy to welcome and support your experience.

Eligibility

This opportunity is open to those aged between 18-30 years. Applicants must live in a commutable distance of Exeter and have the right to work within the UK.

We especially encourage applications from those underrepresented within the creative industries including anyone who identifies as neurodiverse, is living with a long term disability, identifies as ethnically diverse, is LGBTQIA+ and/or is from an underserved background.

If you are interested, we would love to hear from you. In the first instance please provide a short description of why you are interested in working at Exeter Pheonix and why you think your skills would suit this job opportunity alongside a CV via <https://www.tfaforms.com/5110460>

For further information or any questions please contact georgia.torres@wildscreen.org.uk

Interviews are expected to take place the week commencing week of March 11th with a final decision communicated the following week. The start date for this position is the week commencing 20th May. Applicants must be available to work on Sunday 30th June.

This opportunity is being hosted through the Wildscreen Storytelling Internship Scheme which has been developed in partnership with WWF-UK to create both UK and internationally-based opportunities for 18-30-year-olds wanting to pursue a career in natural world storytelling.