



## Role Description and Person Specification

### Marketing & Projects Internship

**Job Title:** Marketing & Projects Intern

**Salary:** £25,207 (one year contract only)

**Benefits:** 22 days holiday plus bank holidays, pension & home-working allowance

**Reports to:** Operations Coordinator

**Mentored by:** Fundraising and Development Manager

**Location:** Predominantly office based (the office is at Community House, South Street, Bromley, BR1 1RH)

**Hours:** F/T 35 hrs per week

**Start Date:** March 2025

Recruitment is subject to an enhanced DBS disclosure (Magpie Dance will pay for this) and reference checks.

### About the role

Magpie Dance is excited to be joining up with The Jack Petchey Foundation Internship programme to hire a Marketing & Projects Intern. Each year the Jack Petchey Foundation accepts new applications from organisations to host their internship programme. They fund year-long internships for up to 20 young people at youth organisations all over London and Essex. The Jack Petchey Internship Programme is designed to support essential roles that make a positive difference to the young people the organisation serves. By giving charities a grant to help fund an intern, the programme gives organisations in London and Essex valuable support to help them achieve their mission. There will be access to a £1,000 training bursary to enable the successful candidate to develop in areas they are interested in. They will also be matched with a mentor from another organisation for professional development support. The Jack Petchey Internship Programme training and events will take place in person in London and the Marketing & Projects Intern will be expected to take full part in this programme alongside their role at Magpie Dance.

The Marketing & Projects Intern will provide admin support for the Leadership and Senior Management team and the Operations Coordinator with Magpie Dance's Youth program, as well as supporting in delivery of marketing activity and supporting

development (fundraising). They will assist the Magpie Dance's Projects Manager in coordinating and supporting the delivery of Magpie Dance's Artistic theme including events, out-reach work and performances.

The role will be able to access, and be part, of Magpie Dance's partnerships and collaborations which have recently included The Royal Opera House, English National Ballet, Boy Blue and Akram Khan Company. We expect this position to network in the dance and charity industry; making new connections and attending trips and performances. Alongside this, the Marketing & Projects Intern will have the opportunity to receive professional development from all of Magpie Dance's team members (such as application writing, understanding budgets) and especially in areas that they may want to develop, as well as mentoring in practical sessions (which will take place within weekly Magpie Dance youth sessions).

## Key Duties and Responsibilities

### General Responsibilities:

- Dedication and commitment to company mission, vision and values (an understanding and appreciation of).
- Support and promote the work of Magpie Dance wherever possible, attending events and performances as required.
- Adhere to Magpie Dance's policies and procedures.

### Class and special projects booking process:

- To support the Operations Coordinator in organising all youth special projects.
- Assisting with progression pathways for the youth participants in the organisation who are transitioning to our adult programs.

### Marketing and development

- Support with the creation and coordination of content, including collating information, copywriting, liaising with designers and printers, generating in-house promotional material and proof reading.
- Ensuring on brand and relevant messaging and tone across a variety of stakeholders (parents, participants, potential funders, the wider dance industry).
- To support in creating the digital and social media content strategy including growth opportunities and implementation in conjunction with the Operations Coordinator.
- To support the Operations Coordinator in managing the presence of Magpie Dance in social media.
- To help update and monitor the Magpie Dance website.
- In consultation with the Fundraising and Development Manager, look into individual giving and promote and develop Magpie Dance's Friends Scheme and stakeholders' mailing list focusing on nurturing current members and seeking opportunities to grow the scheme.
- To help to create annual surveys to be sent to all stakeholders to understand wider perceptions of our charity.

## **Projects and performances:**

- Supporting the Projects Manager to take oversight for and monitoring the smooth delivery of each project component on time and on budget including performances, exhibitions, internal/external workshops and events as per the project delivery plan.
- Reporting regularly on progress of the project and attending meetings as required and providing logistical support to the Projects Manager of events as required, including venue bookings, parent liaison/communication, transportation, drafting schedules and contact lists. Attendance at performances and events as required, (including accompanying dancers (with learning disabilities) on transportation when required).

## **Magpie Dance Ambassadors, Dancers' Committee and young volunteer schemes:**

- To help supervise Magpie Dance's Ambassadors (who are a group of Magpie dancers who assist, attend events and are role models for Magpie Dance), Dancers' Committee (who are a group of dancers who meet 4 times a year prior to Magpie Dance's Trustee Board Meetings, to give feedback and opinions on board papers) and all young volunteers.

## **Administrative tasks:**

- Magpie Dance CRM database: update relevant data in compliance with all applicable GDPR / Data Protection legislation to make sure that all contacts are current for mini, juniors and youth participants.
- Replenishing stationery and office supplies as required.
- Maintain reliable and effective internal administrative and communication processes.
- Attendance at Magpie Dance team meetings, taking accurate minutes and circulating to freelancers and staff as required. Attending other meetings to represent the company including networking as required.

## Person Specification

	Essential	Desirable
Experience working/volunteering with people with learning disabilities.		X
Passionate about creating equal opportunities for young people	X	
Strong time management and organisation skills. A positive, proactive and can-do attitude	X	
Excellent written communication skills, ability to be competent and experienced in basic (word / plain type settings) flyer design to promote projects		X
Excellent verbal communication and people skills. Friendly and professional on the telephone and in person	X	
Excellent consistent attention to detail	X	
Demonstrating competence to work flexibly and to deadlines managing multiple priorities as required	X	
Exceptional multidisciplinary IT skills in Word, Excel, and internet use, plus social media and blogging skills	X	
Good understanding of the recent developments in arts marketing practice, including online marketing		X
Ability to think creatively, problem solving, coping well with and adapting to change	X	
An independent self-starter; highly motivated to complete the tasks in hand	X	
Examples of devising and implementing marketing campaigns and strategies; professionally, via training / education, or through student / voluntary activities		X
Ability to deal with sensitive and confidential issues	X	
Previous experience working in a small arts organisation, charity or third sector		X
Experience of attending networking meetings to represent the organisation		X

To apply for the role of Marketing & Projects Intern with Magpie Dance, please:

1. Read the Role Description and Person Specification carefully.
2. Fill in the application form and return to Karis Barlow, Operations Co-ordinator at The Magpie office at Community House in Bromley or by email to **karisbarlow@magpiedance.org.uk** quoting 'Marketing & Projects Intern' in the subject line.
3. **Or post it to:** Magpie Dance, Community House, South Street, Bromley, BR1 1RH marked '**Marketing & Projects Intern**'. To discuss the role further or any part of the application process please contact Karis Barlow, Operations Co-ordinator on karisbarlow@magpiedance.org.uk or by phoning 07470 449 558.
4. Ensure you have given the names and contact details for 2 referees (1 who knows you professionally), whom we can contact if you are short-listed; (we will not do this without your agreement).
5. Please provide clear contact details for yourself, including phone, e-mail and postal address.

**DEADLINE for applications:**

All applications must be received by close of day on **Thursday 13<sup>th</sup> February**

Short-listed candidates will be invited to interviews **w/c 24<sup>th</sup> February** and the start date is **Monday 24<sup>th</sup> March**

**For more information about the Jack Petchey Foundation Internship Programme, visit their website here:** <https://www.jackpetcheyfoundation.org.uk/opportunities/internships/>

Thank you for your interest – we look forward to receiving your application.

**www.magpiedance.org.uk**