



INTERNSHIP: DIGITAL COMMUNICATIONS ASSISTANT

About Us:

"Dublin Dance Festival 2019: stunningly artistic and utterly uplifting" The Irish Times

We believe in bringing people together to experience exceptional dance – dance that moves us, connects us, and makes us think about the world we live in. Each year in May we present the very best dance from around the world in venues throughout Dublin. We also support dance artists in Ireland through residency, commission and partnership opportunities, and by offering a vital international platform for new work. We believe in reaching and uniting diverse communities through creative expression and are active year-round sharing dance with new people and places through innovative engagement projects.

DDF2020 will take place from 19-31 May. www.dublindancefestival.ie

About the Internship:

This internship is suited to a student working towards a qualification in communications / marketing or a related area, or a recent graduate who wants to gain work experience in an international arts organisation.

Role: Digital Communications Assistant

Duration: 5 months (starting w/c 26 January 2020)

Time Commitment: Jan-Feb (2 days per week), March (3 days per week), Apr (4 days per week), May (full time with regular evening event work during the Festival: 19-31 May), June (2 days a week)

Dublin Dance Festival (DDF) is looking for an enthusiastic and dynamic individual with excellent communications skills, a flair for digital marketing, and an interest in a career in the cultural sector to join the team for the 2020 festival season. As the Digital Communications Assistant, you will work closely with the Communications Team to support the delivery of an engaging and comprehensive communications campaign for the 2020 Festival, with a particular focus on digital marketing and content creation.

The role will include:

- Working with DDF's videographer to create short video pieces in the lead up to and during the Festival - talking to artists, audiences and participants and reporting from Festival events to tell the story of DDF2020 online
- Implementing the Festival's social media campaign, including producing and coordinating dynamic content for all social media channels and monitoring engagement, in consultation with the Communications Team
- Producing, compiling and distributing engaging content for newsletters
- Supporting with publishing programme and news content on the DDF website
- Assisting with event coordination (e.g. Festival launch, performance receptions and DDF Friends events)
- Coordinating production of show programmes
- Coordinating distribution of promotional material
- Assisting with production and proofreading of marketing materials
- Assisting with advertising and promotional campaigns
- Collating and analysing audience survey results
- Additional administrative and project-based duties as required

Our ideal candidate will have:

- Excellent communication and interpersonal skills
- A qualification / be studying towards a qualification in communications / marketing or related area
- A keen interest in digital communications and engagement
- Experience managing social media channels, bulk mailing systems (e.g. Mailchimp) and websites (e.g. Craft CMS)
- Excellent written skills and attention to detail
- A high level of computer literacy, including knowledge of Microsoft Office packages
- Experience using design & editing programmes (e.g. Canva / Photoshop)
- The ability to complete tasks as directed but also take initiative and work independently where appropriate
- Strong time management and organisational skills
- A friendly, approachable and flexible attitude
- A willingness to work as part of a team within the ethos and values of DDF, supporting diversity, equality, inclusion and sustainability
- A keen interest in dance / the arts / festivals/ cultural events in Ireland

Terms & Conditions:

- The position is unsalaried 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 – 6pm, Monday – Friday but some work outside of these hours may be required where necessary, particularly in the lead up to and during the Festival.
- The position is based at Festival House in Temple Bar, but off-site work may also be required, particularly in the lead up to and 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 an assigned DDF staff member and the wider Festival Team

How to Apply:

Email your letter of application and CV to recruitment@dublindancefestival.ie by 6pm on Friday, 22 November 2019. In the subject line, please indicate the position for which you are applying.

In your letter, please outline: (i) Why you wish to apply for this internship and how you see it furthering 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 contacted and interviews will take place w/c 2 December 2019.

Dublin Dance Festival is an Equal Opportunities Employer.

Here's what previous DDF Communications Assistant, Catherine Rothweiller, had to say:

“My time with Dublin Dance Festival was without a doubt the most valuable experience of my undergraduate experience. From the first day, I felt like a valued member of the team. I was able to gain practical experience and develop my skills in administration, event planning, marketing, social media management, and much more. Besides the valuable work experience, I was also able to develop professional relationships and contacts with some of the biggest movers and shakers in the Dublin performing arts scene. After my time as part of the DDF team, I feel fully confident that I have the tools to begin a successful career in the arts sector.”