



Marketing and Events Assistant Internship Frequency Festival 2019

About the Internship

Internships at Frequency Festival are part of the RADAR Creative Graduate Scheme and are open to University of Lincoln College of Arts graduates from within the last three years (graduation years 2017, 2018 and 2019).

The RADAR Creative Graduate Scheme offers paid internship placements and mentorship for creative graduates looking to gain hands-on experience within the creative sector and a head start after University.

About the Festival

Frequency Festival is an international festival of digital creativity, showcasing innovative works by emerging and established artists, creative technologists and performers.

This year the festival is taking place in Lincoln from 24-27 October 2019, with a jam-packed programme across four days.

Since its inception in 2011, Frequency has hosted over 450 local, national and international artists, exhibiting their work to over 60,000 visitors across four festival editions. Frequency draws the city's residents and its visitors off their intended path to discover a world of digital, electronic and hybrid art in unusual spaces: mainly the city's heritage spaces and its shopping precincts, and into its venues, museums and galleries.

Frequency Festival is produced by **Threshold Studios**, in partnership with the **University of Lincoln** and supported using public funding by the National Lottery through **Arts Council England**.

Find out more about the festival on our website: www.frequency.org.uk

The Team

Threshold Studios are Festival Directors of Frequency Festival, and have been Producers of Frequency ever since establishing the festival in 2011.

Threshold Studios is a social enterprise with a strong track record of working with new and emerging technologies; specialising in the production of exhibition of digital, moving image and public realm works.

Threshold has been delivering industry-facing training linked to production schemes for 21 years and have delivered 49 paid internships since 2011.

The Role

This role is based in Lincoln and will suit a dynamic entry-level journalist or marketer, passionate about social media and communications for public audiences.

The successful candidate will work closely with the Festival Marketing and PR teams both before and during the festival period.

This role will include:

- Social media updates
- Supporting and delivering face-to-face marketing and promotions in the run up to and during the festival.
- Content generation (inc. blogs, video, photo)
- Preparation of e-newsletters
- Website updates
- Updating and maintaining databases
- Copywriting and press office support
- Actively looking for opportunities to promote the festival and reach out to audiences
- Supporting and presenting critical monitoring and evaluation information for future fundraising and sponsorship



Person Specification

The ideal candidate will be a graduate or postgraduate in Communications and PR, Creative Writing, Advertising, English, Journalism, Media, Art or related subjects. Committed, calm under pressure and hard working, with the ability to work independently as well as within a team.

Essential

- Qualified to Degree Level - Graduate of University of Lincoln College of Arts (any subject) from within the last three years (graduation years 2017, 2018 and 2019)
- Excellent working knowledge of social media platforms, online communication tools and the surrounding cultures
- Good copywriting and proofreading skills
- Good interpersonal and communication skills
- Self-motivated and hardworking
- Able to work well under pressure
- Organisational and research skills
- Ability to work independently as well as part of a larger team

Desirable

- Familiar with WordPress and Mailchimp
- Demonstrable experience in creating and publishing online content

Key Dates

Application closing date: **17 July 2019**

Interview date: **13 August 2019**

Start date: **3 September 2019**

This internship will commence at the beginning of September and run until mid November 2019 with a combination of part time and full time hours.

Throughout the month of October the internship is full time hours in the lead up to and during the festival period. Some evening and weekend work will be required.

Salary

National Minimum Wage of £7.70 per hour for approximately 256 hours.

How to Apply

To apply for one of our internship roles, please email your CV and cover letter (no more than one page) to hattie@thresholdstudios.tv.

Please include the name of the internship role you are applying for in the subject header.