

Internship ID: 1009**Organisation:** University of Essex – Lakeside Theatre**Web Address:** <http://lakesidetheatre.org.uk/>**Job Title:** Marketing and Publicity Officer- Graduate Intern**Location:** Lakeside Theatre, University of Essex, Wivenhoe Park, Colchester, CO4 3SQ**Hours:** Full time 36 hours per week including some weekend and evening work**Start Date:** 9th January 2015**Duration:** 3 months**Salary:** £18,031 per annum (pro-rata)**Role Overview, Job Description and Person Specification:**

Under the supervision of the Lakeside Theatre Manager and the Publicity and Marketing Co-coordinator, to develop professional knowledge and skills through active engagement as a member of the Lakeside Theatre Arts Marketing and Management team, promoting and managing a busy programme of events that take place in and around the Lakeside Theatre.

Main Duties:

- To assist in the marketing and publicity of events in the Lakeside Theatre
- To sell tickets via the Spektrix Box Office system
- To liaise with Theatre Companies and other visiting artists
- To attend relevant arts marketing conferences
- To keep up-to-date with current industry marketing practices
- To keep the Lakeside Theatre website updated
- To create and deliver bespoke marketing plans for specific projects
- To create and implement audience development strategies
- To nurture and develop relationships with current audiences and participants

Essential Criteria:

Candidates must be able to demonstrate:

- A passion and drive for the performing arts, live events and engaging with the public.
- Some marketing and publicity experience;
- Successful experience of working as part of a team;
- Excellent IT skills
- A flexible approach to different working styles;
- Willingness to work antisocial hours over intensive periods;
- Good organisational and administrative skills;
- Candidates must be articulate and able to convey information efficiently.
- Ability to meet deadlines in a busy working environment
- Enthusiasm for engaging with a variety of different bodies: the public, students, arts organisations and artists.

Desirable Criteria:

It is desirable that candidates have experience of:

- Working in arts and entertainment disciplines
- Knowledge of the wider arts landscape
- Enthusiastic, committed and hard-working
- Clean Driving Licence