



NVA Internship Programme Marketing / administration Intern

NVA is looking for an enthusiastic, positive, friendly and energetic Marketing and Admin intern to work with, and support, the Core Management Team.

This is a great opportunity to be involved with an exciting public art organisation in Glasgow, improve your CV, meet new people and be part of a small active team.

NVA Background

<http://nva.org.uk>

NVA's next event: Glasgow Harvest

<http://www.nva.org.uk/new-projects/glasgow+harvest-26/>

Internship Information

For intern posts we can provide:

- Set fee to cover expenses (this is for lunch & travel to the office within Glasgow)
- Ongoing support and supervision
- Experience of working in a busy arts organisation

Please send in your CV and a covering letter stating why and how this internship would be of benefit to you, to godsall@nva.org.uk

The deadline for applications is 9am Wednesday 28th July.
Interviews will be held week beginning 2nd August.

For this role you will be required to work 1 or 2 day per week for 2 months starting early August. During this time, there may also be some evening and weekend work during the weekend of 28th August for the event Glasgow Harvest.

We are looking forward to hearing from you.



Marketing & Admin Intern Person Specification

You will be working with the Core Marketing and Admin team.

You should be positive, energetic and willing to get involved in a busy environment.

The main duties for the Marketing Intern will include:

- Creation of an archive plan in conjunction with the Marketing Officer
- Implementation of archiving of past projects
- Collation of Press Cuttings catalogue
- Supporting the distribution of project and core promotional material through direct mailing, the internet, and other methods as appropriate
- Maintenance & development of our current databases
- Working with the Marketing Officer and Office Manager with general office administration and events
- Carrying out other general duties in support of NVA Core Management team

Person Specification

The role would be best suited for someone:

- With an interest in developing a career in marketing, particularly within the arts
- Wishing to develop their knowledge and experience of arts marketing and admin
- With an interest in working closely within a small team dedicated to contemporary arts practice

Essential Skills

- Good communication skills/both verbal & written
- Proven interest in arts marketing and/or admin
- Strong attention to detail
- Good typing skills
- Good knowledge of Microsoft Office and Content Management Systems
- Professional telephone manner

Desirable

- Experience of working with database packages
- Experience of working in an office environment
- Knowledge and interest in the visual arts
- Awareness of design packages such as illustrator and photoshop

Management

The post will be managed by NVA's Marketing Officer and Office Manager