

Art Culture Tourism, Beeston, Nottingham
For local community adult volunteers and Nottingham Universities & Colleges

Volunteer Job Descriptions & Person Specification

December 2018 - March 2019
& April - May & Sept - December 2019

Social Media & Marketing Intern
Press & Promotions Intern
Events Management Intern
Sponsorship / Funding / Finance Intern

Who is eligible to volunteer?

Volunteers must be aged 18 or older.

You need to be local to Nottingham as unfortunately we cannot provide accommodation but will cover some travel and refreshments at ACT Events etc.

Some training and getting to know you sessions will be provided by Marysia Zipser and Caron Lyon of PCM creative, so it is useful if you can be available for those as well, either at your university and/or in Beeston. They are great for getting a better understanding of what is involved with ACT Events and PR/Promotions, and also meeting the other people you will be volunteering with.

The attributes we seek in applicants because we consider them vital to a good volunteer are:

- A friendly, smiley and can-do manner
- Common sense
- Good initiative
- Strong interest in Art, Culture, Tourism and Heritage
- Fluent English and good in any other European language

We have had volunteers from a variety of backgrounds, a range of ages and ethnicities and do not discriminate.

<http://www.artculturetourism.co.uk/>

ACT Social Media & Marketing Intern

Salary: Unpaid but reasonable expenses paid

Length of contract: December 2018 - March 2019

Art Culture Tourism / ACT is an initiative. Began Dec 2013 on local and international platform in Beeston, Nottingham. Promotions agency for local/international artists / photographers / authors / performers. Mission is to fuse the multi-cultural creatives in its network, promote Beeston, ACTs people and places on international stage.

ACT Founder Marysia Zipser hosts inward and outbound tourism opportunities encouraging business investment, strengthening development and stimulating employment.

Core responsibilities:

We are looking for an enthusiastic, dynamic **Social Media and Marketing Intern** who can hit the ground running and assist with this exciting organisation and events calendar, playing an important role in maximising the potential of these ACT events working closely with the **Press and Promotions Intern** and the Founder/CEO. This is a unique opportunity to join a vibrant, creative organisation embedded in the community with global reach & existing standing, and an excellent chance for someone seeking to develop their skills in social media and marketing.

Key Tasks:

- You can identify and implement engaging content for our social media channels that will inspire people to support our events and promotions.
- Manage content on the events and promotions on social media pages - Facebook, Twitter & Instagram.
- Develop and implement strategies for developing channel followers including use of appropriate hashtags with engaging and relevant content.
- Produce a lessons learned report at the end of each event and promotions campaign.

The ideal candidate should have the following experience and skills:

- Strong attention to detail and an ability to meet deadlines.
- Can develop and manage budgets.
- Can manage relationships with key stakeholders and third parties.
- Can use their own initiative to juggle a variety of tasks.
- Can take responsibility for their duties and prioritise their own time.
- Excellent digital and social media skills including creation and posting of engaging content eg photograph, video, hashtags, tagging etc.
- Is enthusiastic about marketing and promoting people and places, professional, creative and energetic.

For full details and to apply, email:

marysia@artculturetourism.co.uk

<http://www.artculturetourism.co.uk/>

The closing date for this position is 30th November 2018 at 23:59.

ACT Press & Promotions Intern

Salary: Unpaid but reasonable expenses paid

Length of contract: December 2018 - March 2019

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ACT Founder Marysia Zipser hosts inward and outbound tourism opportunities encouraging business investment, strengthening development and stimulating employment.

Core responsibilities:

Coordinate all press and promotion for the events and promotion campaigns working closely with the **Social Media and Marketing Intern**. The role will be responsible for the effective delivery of both print and online promotional marketing. This is an unique opportunity to join a vibrant, creative organisation embedded in the community with global reach and existing standing, and an excellent chance for someone seeking to develop their skills in press relations and promotions.

Key Tasks:

- You can identify and implement engaging content for our social media channels that will inspire people to support our events and promotions.
- Manage content on the events and promotions on social media pages - Facebook, Twitter & Instagram.
- Develop and implement strategies for developing channel followers including use of appropriate hashtags with engaging and relevant content.
- Produce a lessons learned report at the end of each event and promotions campaign.

The ideal candidate should have the following experience and skills:

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ACT Events Management Intern

Salary: Unpaid but reasonable expenses paid

Length of contract: December 2018 - March 2019

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ACT Founder Marysia Zipser hosts inward and outbound tourism opportunities encouraging business investment, strengthening development and stimulating employment.

Core responsibilities:

We are looking for an enthusiastic, dynamic Events Management Intern who can assist with ACT's upcoming January to December 2019 monthly performance / networking evenings, working closely with the **Press and Promotion Intern and Social Media and Marketing Intern**. There will be separate ACTive March events including visit of Roberto Alborghetti and the Beeston Film Festival of which ACT is sponsor for Best Audience Vote. This is a unique opportunity to liaise with the community and internationally and to develop their skills in event management.

Key Tasks:

- You can identify and implement engaging content of performers ie musicians, poets, story tellers, public speakers, and creatives to build a monthly programme throughout 2019.
- Identify different venues both local and in city for suitability and book accordingly.
- Book suitable performers/creatives to participate according to each month's planning.
- Help create, engage and manage local and Notts customers and update current mailing lists.
- Use mail chimp to send out social media invites to attend each monthly event.
- Develop, collect and manage audience and delegate surveys and evaluation forms for feedback.

The ideal candidate should have the following experience and skills:

- Strong attention to detail and an ability to meet deadlines.
- Good people manager.
- Can manage relationships with key stakeholders and third parties.
- Liaise with social media and marketing intern on regular basis.
- Good communication skills.

For full details and to apply, email:

marysia@artculturetourism.co.uk

www.artculturetourism.co.uk

The closing date for this position is 30th November 2018 at 23.59.

ACT Sponsorship / Funding / Finance Intern

Salary: Unpaid but reasonable expenses paid

Length of contract: December 2018 - March 2019

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ACT Founder Marysia Zipser hosts inward and outbound tourism opportunities encouraging business investment, strengthening development and stimulating employment.

Core responsibilities:

We are looking for an enthusiastic, creative **Sponsorship / Funding / Finance Intern** who can assist with ACT's busy schedule of events and promotions during 2019. They would work closely with All assisting interns recruited to work out financial strategy and best budget requirements. There will be separate ACTive March events including visit of Roberto Alborghetti and the Beeston Film Festival of which ACT is sponsor for Best Audience Vote. This is a unique opportunity to liaise with the community and internationally and to develop their Finance skills.

Key Tasks:

- Work out Sponsorship plan of local to global investors using current research and current sponsors and building on them, to fit our ACT-ive Opportunities programme.
- Research local to global funding streams and potential investors and make Excel work plan sheet.
- Converse and engage with current sponsors and potential sponsors/investors/ funders and gain positive feedback and appropriate funding. Sponsorship forms are created which they can email out to interested parties to fill in accordingly and send back with payment details.
- Develop, collect and record all audience and delegate surveys and evaluation forms for feedback together with Events Management Intern.

The ideal candidate should have the following experience and skills:

- Strong attention to detail and an ability to meet deadlines.
- Good financial strategist.
- Can manage relationships with key stakeholders and third parties.
- Have a sound knowledge of local or Nottingham funding techniques and community funders ie Notts County Council and Arts Council etc.
- Good communication skills.

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