

March 2010

Marketing Internship with Chester Performs

Period of Post: April – September 2010 / minimum of three days per week

Deadline for applications: Thursday 8th April 2010

Chester Performs

Chester Performs is responsible for the development of the performing arts in and around the city. It is the area's leading producer of innovative cultural performances and events.

We produce a diverse range of performance projects, embracing contemporary performance, theatre, digital media, music and dance. Projects offer a variety of opportunities for young people and communities as well as professional artists and organisations. Work is, on the whole, presented in non-traditional venues across Chester and Cheshire.

Further information about the organisation and the work that we do can be found at www.chesterperforms.com.

Job Description

Chester Performs is seeking an enthusiastic individual for a Marketing Internship to support the marketing and PR activity for the organisation, in particular Screen Deva and the Open Air Theatre programme, taking place this summer. The successful candidate will work closely with the Marketing and PR Manager. You will be required to assist the marketing department in all aspects of its work, providing invaluable experience of working in a busy arts organisation.

This post is unpaid, but Chester Performs will cover expenses of up to £350 per month (dependent on number of days worked). The successful applicant will also be supported in their search for paid employment at the end of the internship.

Specific tasks include:

- Assisting with copy writing and proofing for various marketing materials, including print and online
- Researching content for a variety of publicity materials
- Researching potential new audiences
- Coordinating the social networking activities
- Coordinating the distribution of print materials
- Maintaining the website
- Assisting with public relations work – writing press releases/ managing the press cuttings/developing online presence
- Assisting with any other duties that may be required
- Occasional out of office hours in the run up to and during the summer events may be required

Person Specification

Chester Performs is a small organisation, therefore the successful candidate must be able to work on their own initiative. We are looking for a committed, enthusiastic and motivated person, a can-do attitude is essential as is the ability to work well under pressure. The position would suit a recent marketing or events graduate looking to develop a career in arts marketing.

For more details please contact Nancy Davies on 01244 409133, nancy@chesterperforms.com.

To apply for the post please send a copy of your CV and a covering letter, outlining your skills, experience and reasons for considering the application to nancy@chesterperforms.com. Alternatively you can post to, Chester Performs, 55 – 57 Watergate Row South, Chester, CH1 2LE.