

## Dublin Theatre Festival

Dublin Theatre Festival was established in 1957. We aim to be the leading festival of contemporary theatre in Ireland, presenting excellent work by local and international artists to a diverse, engaged and growing public.

The next festival will run from 29 September – 16 October 2022.

Post: Digital Content Intern

Internship: Paid. €10.50 an hour for 30 hours a week.

Period: 9 weeks (Monday 15 August to Sunday 16 October 2022)

Hours: 30 hours a week. Office hours are 10am – 6pm, Monday – Friday, with one hour off for lunch, flexibility at evenings and weekends required during the 3 week festival period

Reporting to: Head of Marketing and Development

Location: Festival House, 12 Essex Street East, Temple Bar, Dublin 2

### Purpose and Scope of the Post

This paid internship aims to create a pathway to a career in the arts for a wide variety of people including those currently under-represented. We want to ensure that equality and diversity are at the heart of what we do and actively welcome applications from all sections of the community.

We acknowledge that it can be uncomfortable to put yourself forward for a role in a sector that you might feel that you have previously been excluded from. Opportunities like this internship aim to encourage candidates of all abilities and experience to put themselves forward, so please do submit an application – as we'd love to hear from you.

As the Digital Content Intern of Dublin Theatre Festival you will be involved in all aspects of the promotion of the festival. The internship will give you an opportunity to develop existing skills in a practical and busy environment. Depending on your existing skills you may be asked to take on some projects as your own.

Dublin Theatre Festival is an equal opportunity employer and welcomes applications from all sections of the community. Dublin Theatre Festival is funded by the Arts Council.

## Duties and Responsibilities

- Providing important administrative support to the Head of Marketing & Development
- Assisting with updating the festival's website and social networking channels (Facebook, Twitter, YouTube, Instagram, Google)
- Coordinating venue dressing and signage
- Maintaining marketing databases
- Assisting with targeted marketing efforts for specific shows and festival promotions
- Assisting with the coordination and distribution of promotional materials citywide
- Assisting with market research during festival dates
- Assisting at events during the festival
- Any other duties that may be specified by and agreed with the Head of Marketing and Development

An internship is a learning opportunity. The following skills and knowledge will help you to make the most of the experience.

- Computer literacy with working knowledge of Microsoft Word, Excel
- Good knowledge of social media management
- Good communication, interpersonal, telephone, written and verbal skills

## Other helpful skills/interests

- Video/social media editing
- Ability to manage several projects simultaneously
- Ability to take instruction and to work on a team
- Fluent English
- Excellent attention to detail
- Interest in the arts

## Type of Engagement

Internship position of 9 weeks Monday 15 August to Sunday 16 October 2022. It is possible to arrange time off of up to 3 days for the duration of the contract. Requests for time off will be considered, taking into account the busy nature of the festival period. Time off must be scheduled and approved by your line manager prior to commencing your contract.

## Probation

A probation period of three weeks will apply from the start of this engagement

## Payment

This is a paid internship position. Remuneration is €10.50 an hour for 30 hours a week, paid monthly, for the duration of the internship. Complimentary tickets to Festival shows are available to all seasonal staff.

## Application Process

Applicants are invited to submit:

- A short Curriculum Vitae outlining your relevant skills, experience and interests
- A short letter of application indicating why you are interested in the role
- Contact details for two professional referees
- Example of social media posts or video content

## Submissions

Applications will be accepted by email and should be submitted to [recruitment@dublintheatrefestival.com](mailto:recruitment@dublintheatrefestival.com)

## Closing Date

The closing date for receipt of all applications is 12 noon on Wed 6 July.

## Interviews

Interviews will be held in person or via zoom on Wednesday 13 July. Applicants selected for interview will be expected to make themselves available on this date.

## Confidentiality

Dublin Theatre Festival acknowledges applicants' need for privacy and will take all necessary steps to ensure all applications and interviews are handled confidentially.

## Further Information

Enquiries in strictest confidence to Mary Kilduff, Festival Administrator,  
[recruitment@dublintheatrefestival.com](mailto:recruitment@dublintheatrefestival.com)