

## Ledbury Poetry Festival

### APPLICATION PACK FOR THE ROLE OF FESTIVAL INTERN

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## INTRODUCTION

Dear Applicant,

Thank you for considering becoming an intern for Ledbury Poetry Festival. You will find attached some information about the organisation and a job and person specification.

I hope this pack gives you a taste of this exciting opportunity. If you would like further information before submitting an application, I'd be delighted to talk to you further in confidence so please don't hesitate to email me at [manager@poetry-festival.co.uk](mailto:manager@poetry-festival.co.uk), or call 01531 634156. To apply, please send CV to me (no more than 2 x A4 pages) with a brief description of why the Festival internship appeals to you. **Deadline: Friday 19 April, 2019.**

The Festival would expect a commitment of at least one day a week (10am – 4pm) from the end of May up until the Festival - we may consider that you work some of these days from home. If you have exams or submissions at that time, we can work around that. You would work **full time** during the festival period itself, **5 – 14 July, 2019**

This is an unpaid position but the Festival can pay reasonable travel expenses and there is a hospitality area during the festival period where you can get free drinks, sandwiches and refreshments, open 9am – 9pm. Free accommodation is provided in Ledbury during the Festival for interns who require it. The intern will receive training and support from the Festival team and will be able to attend Festival events free when 'off duty'. The Festival will provide successful interns with a supportive reference. Most interns love the experience and make full use of their time with us.

I look forward to hearing further from you.

Phillippa Slinger  
Festival Manager  
[manager@poetry-festival.co.uk](mailto:manager@poetry-festival.co.uk)  
The Master's House  
Bye Street  
Ledbury  
HR8 1EA  
01531 63456

## **About Ledbury Poetry Festival**

The first Ledbury Poetry Festival was held in 1997.

Now in its 23<sup>rd</sup> year, the Festival is recognised for its national and international importance, and welcomes poets of all descriptions from around the globe.

Ledbury itself is a small Herefordshire market town with an impeccable poetic heritage dating all the way back to medieval times.

The Festival's mission is to enable everyone to enjoy poetry and to develop and nurture the creative use of language. Our vision is that Ledbury will be seen as the home of poetry – welcoming everyone, developing creativity, changing lives. We organise an annual ten day summer festival in July with hundreds of events that include readings, talks, tours, music, film, performances and street entertainment.

The Festival also runs vibrant and innovative programmes in schools and in the local community helping vulnerable groups. These run all year round.

The Festival's main funder is the Arts Council with whom it is a National Portfolio Organisation. The Festival receives the annual support of many other trusts, charities and individuals, as well as that of local businesses, through its ongoing fundraising efforts.

You will learn a great deal about the Festival by visiting the website: [www.poetry-festival.co.uk](http://www.poetry-festival.co.uk), ensuring you read the posts. Also visit the Festival facebook and twitter feeds.

## **About the Internship**

The 10 days of the Festival can be long and tiring, but fantastic fun. You will be asked to do many varied tasks to help the Festival run smoothly, from supplying an event with photocopies or whiteboard, to helping serve refreshments and interviewing famous poets and performers. Some of it can be hard physical work, and at other times quite glamorous. In essence you just fit in with the Festival team and do what is asked of you. In return, we try and look after you, make sure you are fed, accommodated, and that you get time to rest. If jobs are new to you, or difficult, you will be supported. We want you to learn from your time with us and expand your horizons along with your skills set. You will get invaluable experience in all aspects of arts management, PR, social media, box office and get behind the scenes of what it takes to run a world famous festival.

## **JOB DESCRIPTION & PERSON SPECIFICATION**

POST TITLE: Ledbury Poetry Festival Intern  
RESPONSIBLE TO: Manager/Director  
DEADLINE: Friday 19 April, 2019

### **Purpose of the post**

To assist with and support the organisational and administrative duties and responsibilities of the Festival staff: Festival Manager, Festival Director and Finance Manager

To assist and work with the Manager on marketing and communications to implement practical plans within the marketing and communications strategies.

To extend your own knowledge and skill base of arts management, and provide you with valuable work experience

**During the Festival period interns, like all our volunteers and staff, are expected to help with whatever needs doing e.g. stewarding, help in our hospitality area (making tea and sandwiches), helping at parties (pouring drinks etc.) and shopping. This is a very busy time but also fun, and in between duties interns can attend any events they wish to.**

### **Principal Accountabilities**

To attend the morning briefing at 9am every day of the 10 day Festival

To event manage the 20 minute events which are free to attend.

To event manage the Festival workshops.

To help with the office filing system, data and word processing, emails, mailshots and printing, correspondence, telephone, post, photocopying.

To assist on developing and compiling electronic evaluations (surveys) of specific Festival events.

To assist and advise customers on event content, and venue access, displaying a high level of proactive customer care at all times

To update the Festival website, and social media feeds. To assist with regular Festival emailings and other communications. To explore other forms of social networking and blogging.

To assist with PR and marketing for the Festival, including helping to develop promotional materials, distributing promotional materials and researching marketing and PR opportunities.

To work on Festival press/media campaigns.

To assist on specific projects where needed, such as the schools and community programme.

To adhere to the Festival's mission, vision and values (as stated on this document)

### **Person specification**

#### **General skills/abilities essential to the post**

- Good administrative skills.
- A proven enthusiasm for the arts, and literature in particular.
- A high level of computer literacy and the ability to use software, particularly Microsoft Office applications.
- Ability to manage time and priorities and work under pressure and during unsocial hours during festivals and other events.
- Flexibility, the ability to work in a team with energy, creativity and enthusiasm, as well as capacity to use own initiative.
- An understanding of customer care.
- Good communication skills and manner; and a high standard of literacy.
- An ability to work independently

#### **Skills/qualities desirable for the post**

- A high standard of literacy.
- Good communication skills and manner.
- An understanding of literature, in relation to performance and production.
- Experience/ keen interest in event management.
- Knowledge and experience of working with print and distribution
- Experience of updating websites/social media feeds

- Experience or aptitude in design (in house posters)

### **Equal Opportunities**

Ledbury Poetry Festivals welcomes applications regardless of age, gender, ethnicity, sexual orientation, marital status, religion or disability. The offices of Ledbury Poetry Festival are wheelchair accessible, but unfortunately Ledbury is a medieval market town and not all the venues are. If mobility is a challenge we can work around your capacity.

### **Festival Values for Staff:**

We will...

- Show no discrimination
- Ensure the safety and freedom from physical risk for anyone involved in the Festival
- Value each other's qualities and consider each other's well being
- Act in the best interests of the Festival
- Support each other and challenge when appropriate
- Show respect and fairness to each other
- Strive to maintain a high level of communication

FINISH DOCUMENT