



Sir John Eliot Gardiner . The Monteverdi Choir . The English Baroque Soloists . Orchestre Révolutionnaire et Romantique

MARKETING & DEVELOPMENT INTERN

PART-TIME, VOLUNTARY (expenses paid), 4-6 MONTHS

We are looking for a part-time (3/4 days) Intern to join our small, busy team. This role is central in assisting both the marketing and development departments, and the Intern will be involved in all their day-to-day activities, from social media and newsletters, to updating website content, customer service, event coordination, memberships, etc.

This is a great opportunity for a candidate looking to develop a career in arts marketing or fundraising, and it would suit someone with specific interest in those areas (please note if wish to be trained on concert production or touring, this may not be for you).

Prior experience of using social media and websites, blogging, writing, design or front of house is desirable; but most importantly, the right candidate will have a willingness to learn new skills and the ability to use their own initiative in a fast-paced environment.

ABOUT US

The Monteverdi Choir & Orchestras office is responsible for the activities of Sir John Eliot Gardiner's three renowned ensembles: the Monteverdi Choir, English Baroque Soloists, and Orchestre Révolutionnaire et Romantique.

You can find more information about the company on [our website](http://www.monteverdi.org.uk) (www.monteverdi.org.uk).

The Marketing & Record Label department publicises the company's activities (concerts, CD releases) to our international audiences. As well as maintaining the company web presence and planning promotional campaigns, it oversees the creation of new CD releases from the recording stage to retail and customer service.

The Development department generates the organisation's income with a current focus on sustainable core funding. This is to be achieved through increasing voluntary income from individual donations, membership programmes, trusts and corporate sponsors.

ABOUT THE ROLE

The Intern reports to both the Marketing & Record Label Manager and the Development Officer.

You will be helping us with a variety of tasks in relation to current projects, and will be encouraged to be responsible for your own projects according to your interests and capabilities.

Tasks will vary during according to current projects, but will include the following:

- Updating website content with news, reviews, members events, etc
- Assisting with the production of monthly e-newsletters
- Assisting with correspondence and mailings to members and supporters
- Responsible for social media updates and calendar
- Assisting with the administration and delivery of the membership programme
- Responsible for answering customer queries for the record label
- Liaising with agents or promoters regarding publicity materials
- Assisting with the organisation of members' outings, events, and concerts
- Participating and contributing to staff meetings
- Any other duties as reasonably required

The Intern position is part-time (3-4 days/week) and voluntary, for a duration of 4 to 6 months (to be agreed at interview stage). A contribution towards your travel and lunch costs will be paid.

ABOUT YOU

Essential

- Good communication and interpersonal skills
- A pro-active attitude to work and a good team player
- Experience updating websites and/or blogging
- Experience of Facebook/ Twitter or other social media platforms
- An eye for detail, particularly for proofreading/ editing
- Working knowledge of Microsoft Word, Excel & Outlook
- Enthusiastic about learning new skills
- English spoken/ written at a native level
- A keen interest in performing arts, especially music

Desirable

- Good working knowledge of Photoshop and InDesign
- Basic working knowledge of HTML
- Customer service or front of house experience
- Possess a degree, and/or work experience gained in the arts or voluntary sectors
- Second language beneficial (particularly French or German)

Deadline for applications:

Wednesday 11th February 2015 - 12:00 noon

Interviews:

Week commencing 16 February for a start asap

Applications

Please send a current CV and covering letter outlining your suitability for the role to our **Development Officer**, Fanny Guesdon

By email fanny@monteverdi.org.uk

By post Monteverdi Choir & Orchestras

Level 9, 25 Cabot Square, London E14 4QA