



Northern Ireland Science Festival  
7 North Street  
Belfast, BT1 1NH

[www.nisciencefestival.com](http://www.nisciencefestival.com)

COMPANY NUMBER NI 324114  
CHARITY NUMBER NIC100332

- Post:** Events and Marketing Assistant - Internship
- Hours:** 30 hours per week (Mon - Fri 10-4pm) for 6 months. October 2017 – March 2018
- Rate of Pay:** £7.05 per hour
- Responsible to:** Festival Director
- Location:** Most work will be required in the Festival offices in Belfast with some travel required for assisting regional events.

### **Overview**

The NI Science Festival invites applications for a fixed-term six month internship for an Events and Marketing Assistant beginning in October 2017 until March 2018. The Events and Marketing Assistant will work as part of a team to develop and deliver the programme of over 180 events at the 2018 NI Science Festival.

The ideal candidate will be an enthusiastic, outgoing person with a positive attitude and a desire to build a career in events. They will be keen to develop additional skills to support development of their career, and enthusiastic in learning new skills and experiences. Working alongside the NI Science Festival team, they will gain experience in elements of a busy, multi-disciplinary, multi-venue event that takes place in over 50 venues across Northern Ireland. This will provide the candidate with a unique insight into the preparation and delivery of one of the largest Science Festivals in Europe.

### **About the Festival**

Founded in 2014, the NI Science Festival takes place over 11 days in February each year, beginning at the start of half term and extending into the school week. During the day the festival presents workshops, talks and interactive activities for young people, parents and schools. In the evening the festival presents an eclectic mix of debate, talks, theatre, comedy, music and film for adults.

The Festival is organised by Science Festivals NI, a unique collaboration of major science and arts organisations in Northern Ireland funded by the Department for the Economy, Belfast City Council, Queen's University, Ulster University, MCS Group, Tourism NI and the British Council.

Through unique events and experiences, the programme aims to highlight, inspire and engage the public with the sheer breadth and brilliance of science in Northern Ireland and beyond.

After delivering three major Festivals in 2015, 2016 and 2017, the organisation is at an exciting place in time. Both Festivals exceeded expectations and targets with over 50,000 attendees in 2015 and over 63,000 in 2016 and 2017.

### **Summary of role**

The role has a variety of functions including administrative and logistical functions, as well as creative or development opportunities for the right candidate. In the lead up to the Festival, the successful candidate will work with the team in the developing and marketing the programme of over 180 events. Following the launch of the programme, the intern will work with the team to successfully deliver the programme of events.

The post-holder will be tasked with a number of changing responsibilities and will work with flexibility, energy and commitment. The ideal candidate will have a keen interest in the work of the festival, events and culture more broadly.

### **Key Responsibilities**

The candidate will:

- Work alongside a small team and will see the event from start to finish from project planning to evaluation
- Support the production managers in event planning and delivery stages
- Collect and compile information and images for the Festival printed programme and website
- Contribute to the early stages of finalising the programme, sharing ideas with the team and contributing creatively to the programme
- Work alongside the Festival's Marketing Manager to gain a deep understanding of how to promote and market large scale events
- Be supported and mentored throughout the process by the Festival team;
- Set personal goals and have regular meetings with the Festival Director to help them achieve these aims;
- Attend key networking events to enhance career opportunities and personal development

### **Criteria**

#### **Essential Criteria**

- GCSE Maths and English – Grade C or above;
- Level 4 qualification (e.g. HNC) or above
- Unemployed, on a zero hours contract or working in an unrelated sector at time of application. Please note those in full time education are not eligible;
- Aged 18 – 24 yrs (NI Creative Employment Programme requirement);
- Good knowledge and understanding of Microsoft office;
- Excellent written and oral communication skills;
- Ability to work as part of a team;
- Ability to plan and organise own workload and meet schedule deadlines;
- A genuine interest in event management as a career;
- Hands on and strong initiative.

#### **Desirable criteria:**

- Admin experience;
- Blogging and social media

- University graduate or a qualification in a relevant subject such as events and marketing

### **Application and appointment process**

To apply for this post please email the following:

- A letter setting out your interest in the post, how you meet the requirements of the criteria and your relevant skills and experience.
- The name and contact details of two referees, one of whom should be your current (if applicable) or most recent employer who we may contact prior to interview.
- An up to date CV
- A completed monitoring form

The closing date for applications is 9am, Wednesday 6<sup>th</sup> September 2017. Interviews will take place on week beginning 11<sup>th</sup> September.

To email your submission or for further information, please contact [info@nisciencefestival.com](mailto:info@nisciencefestival.com)

