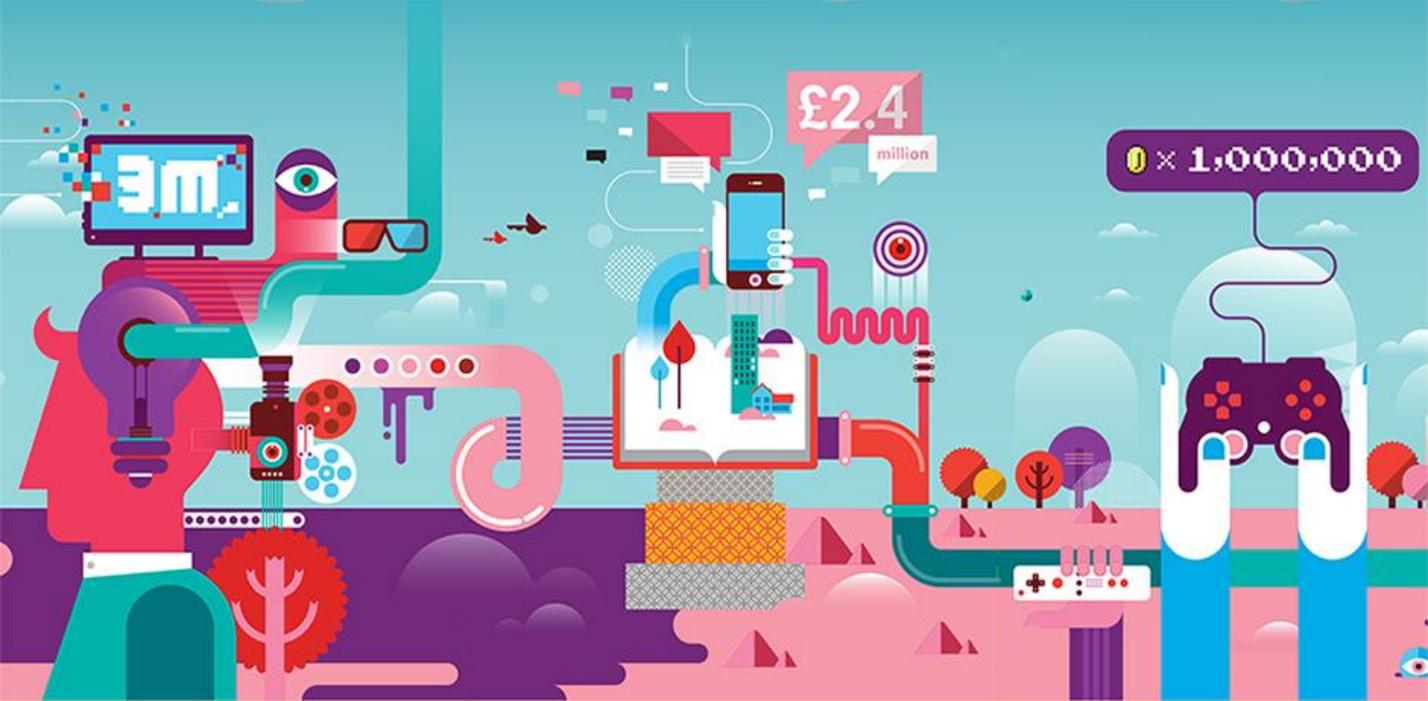


# Creative England Recruitment Pack



# Communications Intern

This pack will provide you with the information required to assist you with your application.

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# 1. Internship Advert

This is an exciting time to join Creative England - we have a strong established presence in the creative sector and we are now looking for an intern to join our Communications department.

The role will provide support to the Communications team, working as an integral part of the delivery of its projects and initiatives, and functioning as a flexible and proactive assistant across a wide variety of tasks. With responsibilities across the whole department the ideal candidate will be a first class communicator with impeccable attention to detail who can easily adapt to the needs of a busy department. Key responsibilities of this role will be to assist in delivering the PR and Marketing aspects of the responsibilities. This is an exciting opportunity for an early career Comms professional. You will gain experience and develop knowledge across the entire Communications function within a busy and creative fast paced environment.

If you can demonstrate excellency in organisation, with the communication skills to liaise with the wider creative sector, and the ability to provide an exceptional support service to our highly dedicated team then Creative England would like to hear from you!

**CONTRACT:** Immediate start required/ Initial 6 month contract associate intern contract

**FEE:** £300 per week

**LOCATION:** Bristol

**DEPARTMENT:** Communications

**DEADLINE:** 27<sup>th</sup> May 2015 (midday)

**INTERVIEWS:** 1<sup>st</sup> and 2<sup>nd</sup> June 2015 (availability on these dates is essential)

*Creative England promotes cultural diversity and equal opportunities for all*

## 2. The Package

This role will be formalised under an internship associate agreement paying a fee of £300 per week for an initial 6 months, commencing 8<sup>th</sup> June 2015 and ending 4<sup>th</sup> December 2015, subject to extension.

## 3. How to Apply

Please apply by CV and cover letter, ensuring that you meet the criteria set out in the person specification. You should also include your contact details and details for two employment references (preferably emails). These referees may be contacted prior to interview unless you specify otherwise.

You should email your application to [jobs@creativeengland.co.uk](mailto:jobs@creativeengland.co.uk) or post (registered only) FAO Caroline Hinds, HR & Operations Manager, Creative England, The Greenhouse, Pod 52, 111 Broadway, MediaCityUK, M50 2EQ. The deadline for applications is **Wednesday 27<sup>th</sup> May 2015 (midday)**.

It is company policy to only contact shortlisted candidates. If you have not heard within 1 week of the deadline, please consider you have been unsuccessful in securing an interview.

Interviews will be held on 1<sup>st</sup> & 2<sup>nd</sup> June in our Bristol office

## 4. About Creative England

Creative England invests in and supports creative ideas, talent and businesses in film, TV, games and digital media. We aim to grow the brightest, the best, and those with the most promise so that individuals and businesses can achieve their full creative and commercial potential. We help identify future opportunities to grow the economy and generate jobs.

With offices in Salford, Birmingham, Bristol, Brighton, Sheffield, Pinewood and Elstree Studios, we are a national agency with strong local and regional links.

### What we do?

- ✓ Grow talent and businesses
- ✓ Address market failure and raise ambition
- ✓ Build the right climate for creative industries to thrive

### Why we do it?

Because England's creative businesses are already a big success. They generate jobs, profile and value. They drive innovation. We can help raise their ambition further. But some are under-capitalised and under-skilled. They need better access to mentoring, infrastructure, business planning, finance, markets, new ideas and wider networks. We help provide it. And because there is a damaging inequality of access to these things between London and the rest of the country, talent is wasted, opportunities are lost. We believe London's world position should benefit the whole country

For more information on the company and our activities in other creative sectors:

[www.creativeengland.co.uk](http://www.creativeengland.co.uk)



# 5. The Role

## **PRIMARY RESPONSIBILITIES WILL INCLUDE (but not limited to) ;**

To be the first point of contact via phone and email for national, regional and trade press enquiries from journalists

To help coordinate campaigns and stories as needed to support Creative England's work and all its projects

To help draft press releases and website stories about Creative England projects, activities, events and partnerships and liaise with internal and external parties for approval

To support all PR activity, including online research and day-to-day administration tasks

Assist in the coordination and delivery of events, from helping to generate initial concepts right through to delivery on the day

Assist in the introduction of an efficient evaluation process to follow up events

Identify and pursue feature and PR opportunities in appropriate, identified media, building relationships with key journalists and keeping them fully up to date with relevant stories about Creative England

Help to build and continuously maintain a shared database of press/key contacts locally, regionally and nationally

Assist in the support of all the business units and projects within Creative England from a communications perspective and ensure that they are provided with the necessary marketing materials and publicity support

Ensure with other team members that the website and e-communications are continuously updated and treated as a primary communications tool

Be responsible for collating all media coverage and reporting on coverage received

Have the ability to work as part of the Communications team undertaking any aspects to assist in the delivery of the communications strategy

*This description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.*

# What are we looking for?.....

## PERSON SPECIFICATION

### Essential

- ✓ Able to work as part of a team
- ✓ Able to manage a busy workload with varying priorities
- ✓ Attention to detail
- ✓ Experience and interest in PR and marketing – either through studying, work experience or full time employment
- ✓ Good use of Microsoft Suite and IT ability
- ✓ Awareness of social media
- ✓ Experience of writing for an audience

### Desirable

- ✓ Adobe Photoshop & InDesign knowledge
- ✓ Basic knowledge of a CMS such as wordpress
- ✓ Basic familiarity with direct marketing
- ✓ Experience writing or working for a media publication
- ✓ Interest (at a hobby or work experience level) in film, TV, games or digital media

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and equal opportunities for all*

