CORNWALL 365

CREATIVE KERNOW

# Cornwall 365 Events Intern

## Role overview

This is a part-time, 6 month internship, running from January 2023 to June 2023. The role will primarily work on the Open Studios project, whilst also providing some communications and administrative support for the What's On platform.

## Key responsibilities & tasks

### Open Studios

- Be the main point of communication with Open Studios Participants through the dedicated email address and inbox.
- Processing incoming Open Studios event listings
- Edit Open Studios listing as required
- Work with the C365 Communications Administrator and C365 Project Manager to create the 2023 Open Studios Guide
- Create content for the Open Studios social media accounts (Facebook, Twitter, Instagram)
- Create emails and newsletters for Open Studios participants on Mailchimp
- Creating graphics using Canva software
- Assist the Open Studios PR with collating information for press releases

### What's On

- Process incoming events at busy times, such as Guide production time
- Work with the C365 Communications Administrator and C365 Project Manager to create the Spring and Early Summer Guides.

## Person specification – key competencies:

**Essential:**

- Experienced in Microsoft Office – Word, Excel, Outlook
- Good communication skills - written and verbal
- Marketing skills – particularly digital
- Ability to work on own initiative
- Experience of compiling newsletters
- Experience of updating websites
- Experience of using Social Media e.g. Twitter, Facebook, Youtube, Instagram

Cultivator | HM Government | European Union European Structural and Investment Funds | Supported using public funding by ARTS COUNCIL ENGLAND | CORNWALL COUNCIL one and all • oll hag oll

- A love of culture and creativity

**Desirable:**

- Experience with Mailchimp
- Experience with WordPress
- Design skills
- Access to own transport and full driving licence

We will provide training as needed in any specialist areas, including familiarisation with our databases and systems.

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We welcome applications from all members of our communities and operate under the principles of Equal Opportunity, insisting on and promoting equality of opportunity and access to all, regardless of age, race, colour, ethnic or national origins, gender, marital status, sexual orientation, disability, income, education, religious beliefs or cultural heritage.

**If you require this job description in another format, please let us know.**

## Organisational structure

The post-holder will be responsible to the Cornwall 365 team which is part of the Creative Kernow organisation which is based at Krowji in Redruth and runs a variety of creative sector support programmes. For more information on Creative Kernow and all our projects, see www.creativekernow.org.uk

## Key conditions of work

**Contract** Temporary contract, expected to run until June 16th 2023. The employer is Cornwall Arts Marketing Ltd.

**Pay** £9.50 per hour, rising to £10.42 from April 1st 2023.

**Holidays** 4 weeks a year pro-rata rising to 5 weeks over 5 years plus bank holidays.

**Hours** 22.5 hours per week, i.e. 0.5 full time equivalent, worked in accordance with Creative Kernow's Flexible Working Hours policy. The post may include occasional meetings outside of normal work hours. A TOIL system operates, rather than payment of overtime.

**Place of work** The Creative Kernow offices at Krowji, West Park, Redruth, TR15 3AJ. We are happy for the role to be split across home-working and office working. The role will involve some meetings or events elsewhere.

**Pension** Creative Kernow enrols eligible staff into The People's Pension and currently contributes the equivalent of 3% of salary into the scheme.

**Policies** Creative Kernow has an extensive range of policies contained in the Staff Handbook and these form part of these terms and conditions.

## How to Apply

To apply please send a CV and covering letter to info@cornwall365.com by Monday 9th January 2023.

If you have any questions about the role, or you would like to speak to a member of the Cornwall 365 team before applying, please contact Bethany at bethany@cornwall365.org.uk.