



## **COMMUNICATIONS & MARKETING GRADUATE INTERNSHIP (PAID)**

**Recruiting a graduate for a paid 12-week internship, 3 days per week, starting in June 2023.**

The Horton, Epsom is a new venue for creative arts, heritage and events, in a renovated former chapel. We opened just over a year ago and have welcomed more than 20,000 visitors so far.

As a new and expanding social enterprise, The Horton offers a great opportunity for an intern to learn a wide variety of professional skills working in the cultural sector, as part of a small, dedicated team.

The Horton is run by a registered charity working to offer high-quality creative and cultural opportunities to the general public and promote the heritage of the site. We are committed to being an inclusive venue and to promoting diversity.

We are looking for a motivated, enthusiastic person with a good standard of written English. (Shortlisted applicants will be required to complete a writing test.) Applicants will be keen to develop new skills and open to learning from feedback.

Days can be flexible but will include some Saturdays. (We understand that as this is a part-time post you may have other work.) The intern will be paid the living wage (up to £10.42 per hour with paid holiday).

### **ROLE DESCRIPTION**

#### **COMMUNICATIONS**

- Writing engaging copy for news articles, website, social media and other promotional channels.
- Proof-reading accurately to a high standard.

#### **BOX OFFICE**

- To set up events in our box office system Ticketsolve, ensuring accuracy of information and maximisation of on-line sales. (Full training will be given.)
- Staff the box office when required.
- Careful handling of any customer data.

#### **MARKETING**

- Supporting the Marketing Coordinator with creation and management of effective marketing campaigns.
- Administration of marketing newsletters, e-shots, press releases, emails to schools, other external groups etc. to support marketing campaigns for all shows and projects.
- Supporting with the planning, scheduling and execution of social media activity The Horton's social media channels.

- Creating social media content and artwork for campaign implementation.
- To support and participate in promotional events in the local area.
- Proactively researching new promotional opportunities.
- Distribution of promotional materials

## **GENERAL**

- Answering customer queries in person and on the telephone.
- Assist the team with general administrative tasks including sales information, updating internal schedules and reporting spreadsheets.
- Greeting visitors to explain the history of The Horton
- Adhere to all charity Health & Safety at Work procedures, to minimise the risk of injury and accidents, personal and to others.
- To attend appropriate training courses, in the interests of maintaining awareness of current trends and furthering your own as well as the team's knowledge and development.
- Any other related duties and responsibilities as may reasonably, from time to time, be required by members of the team.

## **PERSON SPECIFICATION**

### **You'll need:**

- A bachelor's degree where you have demonstrated the ability to write well.
- Knowledge of Microsoft Word
- Excellent spelling, grammar and accuracy
- Good eye for detail
- Understanding of posting on social media channels
- Interest in the creative arts and /or heritage.

### **Nice to have**

- Knowledge of the local area
- Knowledge of PowerPoint
- Knowledge of Mailchimp
- Digital design skills
- Understanding of the history of The Horton and Epsom Hospital Cluster

To apply, please send your CV and a covering letter setting out why you have applied for this exciting opportunity and what qualities and skills you feel you'll bring to the role.

Both the CV and Cover Letter should be emailed as attachments labelled with your name. Please only apply for this position if you are eligible to live and work in the UK.

**Closing date: Monday 5<sup>th</sup> June 2023**