

Miracle Theatre Trust Ltd.

Summer Internship

Internship, min. 6 weeks, max. 12 weeks, flexible hours

Miracle is firmly established as one of the South West's leading small-scale touring theatre companies, producing varied, popular and highly regarded work which is fully adaptable for a wide range of venues - from rural touring to mid-scale theatres.

The company is offering a summer internship for an exceptional individual who wants to learn all aspects of arts administration within a touring theatre company. We want to hear from you, whether you have loads of experience and qualifications or simply the passion and commitment to take on a varied, demanding and fun placement this summer. If you have good communication skills and the desire to learn more about arts administration, fundraising, marketing and event management, this hands-on placement could be the opportunity for you!

You will be based at the Miracle office in Redruth, Cornwall with Miracle's administration team and fully supported throughout the summer and will also be managing events in the evenings and weekends throughout the county in the summer.

The placement will ideally run from mid-June to mid-September 2014. For an informal discussion about the post, please call the Communications Manager, Emma Gibson on 01209 216762.

The Summer Internship will have a focus on marketing and event management, and the intern will receive hands-on training in the following areas and be required to take on tasks including:

- Event management support – organising box office, ticket sales and front of house
- Assisting with marketing and promotion of tour
- Tour and event logistics – organising travel, accommodation, food etc
- Liaising with venues, touring company and the public on all aspects of the summer tour
- Co-ordinating volunteers and work experience placements
- Compiling audience and venue statistics
- Maintaining website and databases
- Supporting General Manager and Communications Manager as required

Terms of Internship:

- Start date: asap
- Length of placement – 12 weeks until mid-Sept 2014
- Working hours: Flexible, full time
- Finances: Expenses to be paid fortnightly - £175 per week based on 5 days - plus mileage for events during tour time

Person Specification

1. QUALIFICATIONS, SKILLS & EXPERIENCE

Essential	Desirable
Strong desire to gain experience and learn about arts administration or event management.	Degree or other qualification in Arts, Theatre, Event Management or other related subject.
Good all round communication skills.	Working experience of touring theatre or similar or some experience in arts admin, event management or administration.
Competent level of computer literacy, particularly in the use of Word and Excel, internet and e-mail.	Experience of marketing including online, social media and PR. Filmmaking and editing skills would be a bonus!

2. PERSONAL ATTRIBUTES

Essential	Desirable
Self-motivated, flexible, adaptable and able to multi-task. Must be able to work on own initiative within a small team.	Excellent time management skills and able to work to tight deadlines.
Confident manner and able to represent the company at venues and with the public.	Experience of working with the public face to face.
Well organised, practical and able to deal effectively with the unexpected.	Knowledge and understanding of theatre.
Willing to work flexibly and availability at weekends and evenings as required.	Experience of managing volunteers.
Full, clean driving licence. Willing to travel within Cornwall as required. Own vehicle.	

To apply:

Send your CV and a covering letter outlining why you want to work with Miracle and how you meet the person specification to annie@miracletheatre.co.uk by **10am Monday 1st June.**