



Role Description

The **Marketing and Administration Intern** opportunity is for an arts management graduate or equivalent.

Upswing was founded in 2004. The company takes the approach that serious, everyday and cultural issues can be explored in an entertaining way through circus and that it is important to engage with people on many levels – visually, emotionally, intellectually – to exploit circus' full potential as an art form. The combination of physical skills and cultural contexts to tell stories is what has helped them garner a formidable reputation both in the UK and overseas.

Reporting to: Producing Manager and Artistic Director

Responsible for: Assisting with a range of production, marketing and administrative work with a particular focus on the marketing and co-ordination of Upswing's workshop and education programme.

Travel expense will be paid.

Hours of work: The intern will need to commit to 2 days per week for a minimum of 3 months beginning in August 2010.

Areas of responsibility:

- Day-to-day office administration (filing, posting letters) and responding to general enquires via phone, post and email (info@ address)
- To take part in the regular business and any other relevant meetings
- To assist in the implementation of workshop programme
- To assist in research for fundraising
- To help maintain and update the company database and marketing materials
- To update online information for productions and events
- To maintain social networking sites online
- To assist by undertaking reasonable administrative tasks as agreed with the Producing Manager
- To adhere to stated policies and procedures relating to health and safety and Equal Opportunities
- Any other ad hoc duties requested by the company.

Person Specification:

The appropriate candidate will possess:

- Good communication skills, both oral and written.
- Strong organisational skills
- The ability to juggle multiple tasks
- A good level of computer literacy, specifically knowledge of Microsoft Office (Word and Excel)
- An ability to work independently or as part of a team with confidence
- A flexibility and willingness to learn

Applications

The deadline for applications is **Monday 26th July at 5pm**. Interviews will be held on Thursday 29th and Friday 30th August.

To apply please send your CV along with a covering letter explaining clearly what you'd like to learn and achieve if you worked with us, to Ghislaine Granger, Producing Manager on info@upswing.org.uk or Upswing, Unit 1 The Energy Centre, Bowling Green Walk, London, N1 6AL.

For more information about the company please see www.upswing.org.uk