



## Project Intern: Recruitment Pack

Thames Festival Trust is looking for a Project Intern to work on our education programmes including: **River of Hope and Rivers of the World.**

Thames Festival Trust is an arts organisation delivering festivals, stand-alone commissions, river-based events, heritage projects and education programmes. We have a twenty-one-year track record of using learning, culture and creativity to amaze, excite and inform. Our work helps bring communities together, originally around the River Thames, and now in cities across the UK and the world. The Trust is committed to producing excellent work and we strive to improve access and increase diversity across the Arts & Culture sector.

Rivers of the World (RoTW) has been a key education programme for the Thames Festival Trust for 16 years. Over this time thousands of children and young people from around the UK and the world have taken part in river-themed art workshops and had their artworks displayed for millions to see. Professional artists have guided the young people through an art and design process that has resulted in the production of digital banners which have been exhibited at airports, shopping centres, art galleries and many other venues.

In 2022, the programme will be named River of Hope and will form part of the Queen's Platinum Jubilee celebrations. We will be working with over 200 schools in the UK and the world to produce environmentally themed artwork which will be transferred onto silk flags. These flags will form a section of the Queen's Platinum Jubilee parade and will be processed through the streets around Buckingham Palace on Sunday 5 June 2022.

Through this internship we would ask you to assist us in the production of recruitment documents to present to schools and potential partners and to identify and approach all appropriate new organisations, from education authorities, arts organisations, festivals and suitable venues who could become stakeholders in the programme. You would also play a key role in the development of a monitoring and evaluation system as well as providing marketing and admin support for all our education programmes.

This internship is most suitable for someone looking to build a career in project and education sectors. A desire to learn will be essential, as well as an outgoing and inquisitive personality, IT literacy and strong communication and organisational skills.

For more project information go to:

<https://thamesfestivaltrust.org/education-programme/rivers-of-the-world/>



## Job Description

**Responsible to: Head of Education & Engagement**

### **Roles & Responsibilities**

#### Project Development

- Assisting with the development and writing of recruitment documents
- Assisting in the recruitment of new schools both in London and around the UK
- Building a database of new schools and suitable partners around the UK that could become stakeholders in the programme
- Approaching potential partners to secure their involvement with the project
- Assessing our current programme assets and devising a marketing plan which will build on our existing content, in collaboration with our Marketing Manager
- Helping to implement and manage a robust evaluation system
- Researching new funders and supporting in the writing of funding bids

#### Marketing

- Helping to manage current partners, including gathering marketing information for our website
- Assisting with writing blog posts and social media posts about the programme.
- Helping to co-ordinate and oversee the submission of new digital artwork and accompanying text and documentation
- Helping to ensure the online gallery and project website pages are up-to-date and accurate

#### Admin

- Gathering and processing feedback data from workshops as part of the project evaluation process.
- Undertaking other duties as may be reasonably required

## Person Specification

### **Essential Skills**

- Enjoys working on own initiative as well as within team
- Confident communicator at all levels (email, face to face and telephone).
- Strong organisational and time management skills.
- IT literate: Word, Excel, and Outlook.
- Understanding of digital platforms: Facebook, Twitter, and Instagram.
- Ability to research and collate information.
- Ability to work flexibly, independently, and resourcefully.

### **Desirable Skills**

- An interest in art and education.
- A demonstrable interest to develop a career in project/education sectors.
- Experience in use of CMS management or Adobe Photoshop.



## Terms & Conditions

**Salary/Fee:** 10.85 per hour (London Living Wage)

**Contract:** Part time internship, four days a week, 39 weeks in total.

**Working hours:** 20 hours (excluding lunchbreak) per week (usual office hours 9am-2pm.)  
Due to the nature of the role, some weekend work may be required for which TOIL will be available.

### Location

- Thames Festival Trust is based in London.
- This role will be mainly delivered working from home (WFH) and therefore you must have access to a computer and internet connection to be eligible.

## How to Apply

### Deadline for applications

- By 1 October at 5pm.
- Short-listed applicants will be contacted by 8 October 2021.

Due to the high volume of applications, we receive, we are unable to make individual responses to applications. If you have not heard from us by the interview date, you should assume you have not been shortlisted.

### Interview dates

- 11 & 13 October 2021

**Start date:** 18 October 2021

**End Date:** 15 July 2022

### To apply:

- Please email a covering letter (no more than two pages) setting out how your experience and skills match the requirements of this role
- Please enclose your CV
- Please complete our [equal opportunities monitoring form online](#).
- Submit documents to: [recruitment@thamesfestival.org](mailto:recruitment@thamesfestival.org)

For more information or questions, contact Kate Forde (Head of Education & Engagement) – [k.forde@thamesfestival.org](mailto:k.forde@thamesfestival.org)



**Thames Festival Trust is an equal opportunities employer.**

We are committed to working towards a more diverse cultural sector. Our recruitment process is open to all, but we are particularly keen to hear from those from ethnic minorities, those who self-identify as LGBTQIA+, those from lower socio-economic backgrounds and those who self-identify as disabled, as these groups are currently underrepresented in our teams.

Recruitment equal ops data is anonymised and used internally to identify ways to improve our process and reach the widest possible pool of candidates.