



## BRITISH ACADEMY OF FILM AND TELEVISION ARTS

### **BAFTA Internship – Learning & Events/Online**

**Job Title:** Learning and Events Intern  
**Reports to:** Head of Learning and Events  
**Date:** July-Oct

This three month long paid internship offers you the chance to work on BAFTA's Learning and Events programme, bringing our exciting series of public events to new audiences.

The internship is a full-time, entry-level position working within the Learning and Events team.

#### **Key responsibilities**

- 1) Work with the Learning and Events team to promote events online, through our members' and public newsletters.
- 2) Assist with the running of events as needed, particularly customer service.

#### **Specific responsibilities**

- Aid the Communications team in the day-to-day maintenance and updating of the Learning pages of the BAFTA website and the events booking pages, creating and managing online content.
- Work alongside the Learning and Events Assistant to compile information about events from event producers for internal and partner communications
- Present information using agreed formats for BAFTA members' newsletter, public newsletter, website, internal briefing documents etc.
- Research and administrative tasks as appropriate (compiling guest lists, booking travel and accommodation etc)
- Responding to enquiries from BAFTA members and members of the public

#### **Knowledge & Experience**

- A passion for Film, Television and/or Video Games.
- Some experience of working with a website content management system.
- A working knowledge of image editing software (e.g. Photoshop) and/or Google Analytics.
- Ability to take the initiative and work as part of a team.
- A good eye for detail and accuracy.
- Good overview of UK creative industries and current events in the film, television and Video Games fields.
- Experience of working on live events
- Experience of customer service is desirable

#### **Details**

The internship is a full-time position at the BAFTA staff offices in Piccadilly for three months starting in early July 2014. This is a paid position with a weekly rate, payable in arrears.

#### **Apply**

Please apply by CV and covering letter to [recruitment@bafta.org](mailto:recruitment@bafta.org) by **noon on Tuesday 10<sup>th</sup> June**. CVs and cover letters should be no more than two pages each (four pages in total) and your cover letter should demonstrate how you fulfil the person specification.

Interviews will take place w/c **16<sup>th</sup> June**.

We are unfortunately unable to give detailed or specific feedback on applications but we will reply to all applicants detailing some general points about the applications we receive.