

## **BAFTA Internship - Events/Online**

BAFTA runs a rolling internship programme in the Awards, Events and Online teams.

**Job Title:** Intern (Learning & Events/Online)

**Reports to:** Head of Learning and Events / Head of Online

**Date:** September – December / January (3 month probationary period)

This three to six month long internship offers you the chance to work on the organisation's dynamic events programme and communications strategy, marketing online content and bringing our exciting series of public events to new audiences. The internship is a full-time, paid position working within both the Online and Events teams.

### **Key responsibilities**

#### **Website**

- 1) Work with the Online Team to plan and implement an online publishing and marketing strategy for the BAFTA website.
- 2) Market features around the web, forming online relationships and targeting specific interest groups.

### **Learning & Events**

- 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, particularly internal communications and customer service

### **Specific responsibilities**

- Create and publish online content for [www.bafta.org](http://www.bafta.org).
- Use social networking sites to promote the BAFTA website and online features.
- Aid the website editor in the day-to-day maintenance and updating of the BAFTA website, creating and managing online content.
- Contribute ideas as part of the publishing and communications team.
- Compile information about events from event producers
- Present information using agreed formats for BAFTA members' newsletter, public newsletter, website, internal briefing documents etc.
- Research and administrative tasks as appropriate including supporting BAFTA Award ceremonies, member screenings and public events.

### **Knowledge & Experience**

- A passion for Film, Television and/or Video Games.
- A good eye for detail and accuracy is essential.
- A working knowledge of web 2.0 applications and websites including blogs, discussion forums and link sharing.
- Some experience of working with a website content management system.
- A working knowledge of image editing software (Photoshop) and/or Google Analytics is desirable.
- Experience of creating and marketing online content.
- Ability to take the initiative and work as part of a team.
- Good overview of UK creative industries and current events in the film, television and Video Games fields.

### **Details**

The internship is a full-time position at the BAFTA staff offices in Piccadilly for three to six months (conditional on a successful probationary period) and starting in September 2010. The intern would work at the BAFTA staff offices in Piccadilly, central London. Office hours are 37.5 hours per week. The post includes some evening work on events. This is a paid position with a weekly rate dependent on age and experience.