



THE NATIONAL  
**FESTIVAL  
OF MAKING**

# Recruitment Pack

**DIGITAL & PROGRAMME  
INTERN**

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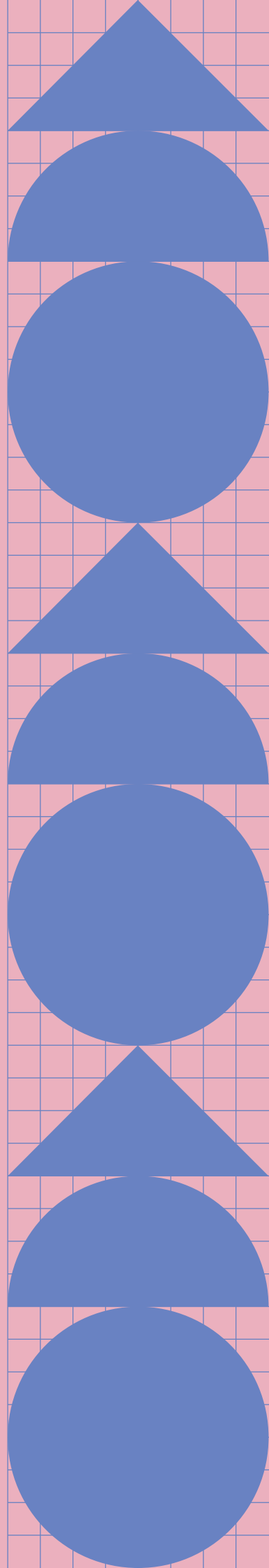
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## NATIONAL FESTIVAL OF MAKING: DIGITAL & PROGRAMME INTERN

### **New opportunity to join the team behind the delivery of the National Festival of Making through the Creative Alliance Paid Internship Programme.**

The National Festival of Making is looking for an individual to join our team as part of The Creative Alliance Internship Programme. The role will see you supporting the team in delivering our year-round programme and annual festival whilst receiving guidance from the team and experience in the varied roles across our organisation. You will work closely alongside our Digital and Marketing Coordinator and Festival Producers in assisting the day-to-day running of our growing organisation.

### IMPORTANT INFORMATION ABOUT THE POST HOLDER:

**Due to the funding associated with this internship programme, the post holder must be EITHER a graduate of a Blackburn with Darwen-based education institution or a resident within the area covered by Blackburn with Darwen Unitary Authority. You must be actively interested in pursuing a career within the creative and cultural sector. There are no age restrictions on applying for this opportunity and no formal educational requirements.**

**The successful applicant will be contracted to the post for 1 year.**

To read more about the Creative Alliance, see the 'About' section at the bottom of this document.

### ABOUT THE ROLE AND APPLICATION PROCESS

**Opportunity:** Digital & Programme Intern

**Employer:** Festival of Making CIC

**Hours:** 3 days per week (22.5 hours)

Time Off In Lieu (TOIL) as per company policy and statutory sick pay entitlement.

**Salary:** £10.90 per hour

**Contract:** 1 year fixed term employment contract

**Holiday Entitlement:** 23 days per annum, plus Bank Holidays (pro rata)

**Pension:** Pension Scheme, Employer contributions 3% gross salary - subject to meeting the minimum requirements of eligibility.

**Location:** Flexible working with an office base in Blackburn, Lancashire. Due to the fast paced nature of our business, being in the same space on a regular basis, and interacting across the different parts of the company, means that the team is actively engaged in the work we are delivering. For that reason, we encourage a hybrid of office and home working as the norm.

**References:** All offers of employment are subject to receipt of satisfactory references (this could include a reference from a current or former employer, education establishment or professional person who is willing to recommend you for this post.) You will also need to have a satisfactory DBS check which we will process on your conditional offer of employment.

**Application Deadline:** Friday 12th May 2023 at 12 noon

**Interviews:** Tuesday 23rd May 2023

**Start Date:** As soon as possible subject to availability

## APPLICATION PROCESS

**Please submit the following as either Word or PDF documents. If you would prefer to submit in an alternative format, contact [recruitment@festivalofmaking.co.uk](mailto:recruitment@festivalofmaking.co.uk) to discuss how we can support this.**

1. CV - 2 sides A4 max
2. Completed Diversity Monitoring Form - this should be completed online through this link [Equality and Diversity Monitoring Form](#). This is so it is filed separately from your application. This information is provided and stored anonymously and separately to your application. It allows us to understand and report to our funders about who is applying to our jobs.
3. Covering letter (2 sides A4 max) outlining your interest in the role and why you feel you are suitable.
4. Details of two professional referees with current knowledge of your experience and abilities - referees can be a current or former employer, education establishment or professional person who is willing to recommend you for this post. These will not be contacted until after you have been successful and accepted a job offer.

Please send the above to [recruitment@festivalofmaking.co.uk](mailto:recruitment@festivalofmaking.co.uk) marked in the subject line with the job title.

Please contact the above address if you would like to discuss this opportunity with one of our team.

## ABOUT YOU

We are looking to work with an enthusiastic individual who has excellent communication skills, a keen eye for detail, an eagerness to learn and someone who is comfortable working in a small, fast-paced team. We will take time to teach and help you learn how to carry out the work we give you.

A significant interest in the creative/cultural sector is essential. Desirable interests include one or more of the following: Digital Marketing, Community Engagement, Creative Education, Volunteer Coordination, Creative Research and/or Creative Producing. We pride ourselves on delivering high-quality work and providing exceptional experiences for our audiences. We are looking for an individual who has the same passion, drive and ambition.

## REQUIREMENTS

Alongside the above you must:

- Be efficient in Microsoft Office programmes such as Excel, Word and Powerpoint as well as confident working with/learning how to use Google Drive
- Be flexible working remotely and in our Blackburn office under instruction
- You may occasionally be asked to travel to our satellite office in Morecambe when required. (Cost of travel to Morecambe office will be covered)
- Have a satisfactory DBS check which we will process on your conditional offer of employment

## WHAT WE CAN OFFER

- An opportunity to learn about all aspects of working in a creative organisation from various team members
- You will have access to a training budget. You will be supported to attend both short courses, seminars and mentoring sessions outside of the organisation
- A proportion of the participant capacity allows for flexible working with the other partners in this programme including Prism Contemporary, Uncultured Creatives, The Making Rooms, Super Slow Way and British Textile Biennial. The Creative Alliance has been developed to allow you to gain a greater understanding of the Borough's creative economy and assist different partners at times of increased resource demands.
- Each of the placements will have access to use The Making Rooms as an opportunity to support creative business training needs with an aim to develop innovation. Placement recipients and staff within the Creative Alliance organisations will be provided with training to use technology and machines
- There is the opportunity to develop your own portfolio in a supportive and creative environment should you have an artistic, making or creative practice

## ROLE

Your role may include the following tasks and responsibilities based on your skills and interests. Mentoring and support will be provided.

- Supporting the Digital and Marketing Coordinator, this may include scheduling social media posts across our platforms using programmes such as Later, understanding and developing digital audiences and monitoring social media activity
- Internet-based research into creative aspects of the programme guided by our Producers
- Working with the team to plan our programmes. This may include locations, festival content, working with volunteers, scheduling workshops, creative activities and artistic work, equipment lists and staff planning
- Assisting with organising and digital storage of photos to our online system
- Supporting in the communication with artists, performers, musicians and workshop providers – assisting in the compilation of their requirements and providing information
- Researching providers for equipment and requesting price quotes or booking equipment
- Attending National Festival of Making activities and assisting the team to ensure the smooth running of events, for example, supporting event managers, working with our volunteer coordinator or assisting in running a workshop
- Supporting the Producers and assisting in our year-round programme of work, this may include contacting artists and makers, supporting our work in schools, working alongside creative partners and with our evaluation team
- Communicating with traders on their requirements and collating their information
- Researching and contacting potential craft people to host pitches at the Makers Market

As a member of the Creative Alliance Internship Programme - which includes receiving a training budget each year - you will be required to share learning and experiences with other Creative Alliance organisations and members. This may include making presentations, sharing learning resources and creating blog posts.

By taking part in this programme you will automatically become an ambassador/alumni and be encouraged to act as a representative for future programmes. This may include additional paid full or part time opportunities once your time on the internship programme of one year has come to an end.

## FURTHER DETAILS & APPLICATION GUIDANCE

We are keen for applicants to have a passion for arts and culture and have some evidence of this through education, voluntary roles, previous employment or past-times.

We are committed to the Arts Council England's Creative Case for Diversity and recognise the inequalities within the sector. Festival of Making CIC recognises how diversity fosters creativity and innovation. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where all belong. We therefore particularly encourage applications from candidates who reflect the diverse nature of the local communities we serve, particularly in Blackburn, Lancashire and who are likely to be underrepresented in our workforce. These include people from Black, South Asian and global majority ethnic backgrounds, people living with a disability and people who identify as LGBTQI+.

If you require any access support during the application process or if selected for an interview related to this role, or require further information (including access support), please contact [recruitment@festivalofmaking.co.uk](mailto:recruitment@festivalofmaking.co.uk)

## ABOUT THE NATIONAL FESTIVAL OF MAKING

The National Festival of Making is a unique celebration of making, from the kitchen table to the factory floor.

Presenting a programme of work that combines Art, Manufacturing, Making and Communities, we commission international and national artists to create world-class works, a year-round programme and a participatory FREE festival for all to enjoy.

Formed in 2016, the ambition was to create a nationally relevant cultural festival in Blackburn, while celebrating the unique manufacturing heritage and contemporary characteristics of the town and region more widely. In November 2022 we were delighted to receive the news that we'd been selected as one of Arts Council England's National Portfolio Organisations for 2023-2026. Joining the ACE's National Portfolio for 2023-26 means that we can develop more long-term plans for the National Festival of Making and its impact, whilst embedding ourselves more deeply in the cultural ecosystem of Blackburn.

**Learn more here:** [www.festivalofmaking.co.uk](http://www.festivalofmaking.co.uk) and [www.artinmanufacturing.co.uk](http://www.artinmanufacturing.co.uk)

## ABOUT THE CREATIVE ALLIANCE

The Creative Alliance is a post-education, early-cultural-industry career programme with partners The Making Rooms, Super Slow Way, British Textile Biennial, Uncultured Creatives, and National Festival of Making supported by Blackburn with Darwen Council, Arts Council England and the UK SPF Fund.

Each year four new interns are recruited to join a partner organisation that will provide professional and skills-based development along with a range of cross-sector opportunities which can be tailored to suit each individual.