



Job Title: Marketing & Fundraising Intern (Unpaid)
Responsible to: Artistic Director and Gallery Manager
When: From March
How long: 3 Months
Hours: 2/3 Days per week

The Joinery Arbour Hill

The Joinery is a contemporary art and project space set up in 2008. Concerned mostly with exhibiting contemporary visual art, recently the space has also been host to a number of experimental live musical performances and sound / performance art.

The Joinery is looking for a highly motivated candidate interested in a career in arts marketing to work with the artistic team in developing a marketing and fundraising strategy appropriate for events and exhibitions associated with their contemporary arts and project space. The intern will review advertising, press and social media campaigns, as well as developing marketing content for exhibitions and events.

Purpose of Job

To research and update the existing marketing strategy as well as researching fundraising opportunities. This is an outward-looking role designed to support the work of all the areas of the exhibition's Marketing function, including Public Relations.

Duties and Responsibilities

- Review & update existing marketing plan.
- Research fundraising opportunities

- Drive social media campaigns and manage overall online presence
- Administration & Archiving

Personal specification

- Excellent communication, interpersonal and organisational skills.
- Track record of administration experience ideally in events management or arts with good working knowledge of marketing, fundraising and effective online campaigns.
- Working experience of administrative skills including computer literacy in MS Office- Word, Excel etc.
- Ability to multitask.
- Ability to work in a creative environment and have initiative to work independently.
- Marketing /PR qualification an advantage

What does it offer?

The internship offers the opportunity to be actively involved in the running of one of the most exciting new contemporary arts and project spaces in Ireland.

Outline of terms and conditions:

Title of Post: Marketing & Fundraising Intern

Fee: This is an unpaid internship

Duration: 3 Months