



## CANDIDATE BRIEF

**Campus Internship: Cultural Institute Communications Assistant,  
Faculty of Arts Humanities and Cultures**



**Salary: Grade 3 (£17,079-£18,688 p.a.)**

**Reference: AHCLC1091**

**Closing date: 24 June 2019**

**Fixed-term August 2019- July 2020**

**Open to current Leeds Undergraduate students only**

## **Campus Internship: Cultural Institute Communications Assistant, Faculty of Arts Humanities and Cultures**

**Are you a current University of Leeds undergraduate student, with an interest in working in communications and the cultural and creative industries sector? Would you like to gain valuable experience of supporting partnerships between universities and cultural organisations?**

The Cultural Institute has three main aims: to increase pioneering research collaborations with our partners, to widen cultural engagement and participation, and to create more opportunities for – and build the skills of – our students.

The Communications Assistant will play a key role in planning and delivering Cultural Institute communications to key groups, such as external partners, public audiences or University of Leeds staff. Working within the Cultural Institute team and alongside the Communication Coordinator, you will have the chance to engage with our cultural and creative industries partners across the region.

You will write, edit, co-ordinate and publish content across various digital and print communications channels, and work on delivery of key events both on and off campus. You will also play an important role in developing a communications strategy to promote the campus' cultural offer, working closely with on-campus cultural venues and producers. Through these activities, you'll learn about partnerships between universities and cultural organisations, and their impact on society, as well as developing communications, administrative and project management skills.

As part of the internship you will have the opportunity to work directly with one of our cultural partners on a bespoke placement embedded within their organisation, providing you with off-campus experience and the opportunity to develop your professional network in an area aligned to your own particular interests.

With an interest in pursuing a career in communications and/or the cultural and creative industries sector, you will have excellent organisational and planning skills and the ability to complete tasks to agreed deadlines. You will also have strong communication skills and the ability to work effectively as part of a team; with a positive and proactive approach to problem solving and making improvements. Strong IT skills





and proficiency in the use of MS Office products are essential.

## What are the benefits?

As a Cultural Institute Communications Assistant you will:

- Enhance your employability in a professional office environment in an organisation recognised for its high quality of academic provision, commitment to excellence and good practice;
- Develop key skills and experience for your CV, including team work, interpersonal and communication skills, initiative, organisation, high quality administration and project development;
- Gain experience of different communication channels, learn when to use them and their appropriateness for specific messages, and address different internal and external audiences and stakeholders according to their needs and interests;
- Gain a unique insight into partnerships between cultural organisations and higher education, building a broad foundation of knowledge about the creative and cultural industries;
- Play a key role in developing a communications strategy for the University's cultural offer;
- Build your own professional network and develop skills and experiences based on your own interests within the creative and cultural sector.

## What does the role entail?

As a Cultural Institute Communications Assistant, your main duties will include:

- Planning, researching, writing copy and sourcing images for a range of print and digital communications channels aimed at internal and external audiences;
- Working with colleagues to develop communications channels to engage our audiences. This includes working creatively to find new ways to build engagement through social media, and making recommendations for changes or improvements;
- Contributing to the 'Culture on Campus' working group to develop a range of communications channels and platforms in order to build audiences for the University's cultural offering.



- Using your initiative to solve straightforward problems, following procedures and seeking further information as required;
- Supporting the delivery of key events throughout the year including research workshops, cultural events and public lectures;
- Conducting desktop research to support project communications and compiling advocacy and briefing materials as required;
- Providing thorough, accurate general support for the team, to gain hands-on experience in a range of areas of administrative work, such as managing mailing lists, recording notes of meetings, and responding efficiently and professionally to enquiries or requests for information;
- Maintaining CRM database Raiser's Edge to keep track of partner engagement;
- Building effective working relationships within the Cultural Institute team and contributing to team decisions where appropriate.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Cultural Institute Assistant you will be/have:

- A University of Leeds undergraduate student, intending to take this role for a placement year as part of your degree;
- Excellent written communication skills, with experience of writing for different audiences and in different, appropriate styles, showing creativity and attention to detail;
- Excellent organisational and planning skills and the ability to prioritise and complete tasks to agreed deadlines;
- The ability to work effectively both independently and as part of a team;
- Good interpersonal communications skills, with the ability to liaise with a wide range of people;
- A positive and proactive approach to problem solving and the ability to be flexible and use judgement;
- Strong IT skills and proficiency in the use of MS Office products, particularly Word and Excel.



- An interest in the cultural and creative industries sector.

You may also have:

- Experience in working in the cultural and creative industries sector;
- Experience in creating online digital content and of using social media effectively;
- Creative production skills, such as photography or video production, or graphic design.
- Experience of database management, particularly Customer Relationship Management systems;

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by 23.59 (UK time) on the advertised [closing date](#).

You can get feedback on your application via the Careers Centre drop in service currently available 1pm – 4pm Monday to Friday at the Careers Centre.

Outside of these hours there are bookable 'application support' appointments via <https://mycareer.leeds.ac.uk/>.

If you are away from Leeds, you can 'Ask a Question' on [MyCareer](#) to receive online feedback, queries will be answered within 3 working days.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Nichola Casse, Communications Coordinator, Cultural Institute**

Tel: +44 (0)113 343 3143

Email: [n.f.casse@leeds.ac.uk](mailto:n.f.casse@leeds.ac.uk)





## Additional information

### Working at Leeds

Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.

