

## Audience Development Intern at Little Green Pig

Are you passionate about creativity, writing, young people, education and the arts? Would you like to gain valuable experience of working in the arts or charity sector? We are looking for an enthusiastic and motivated person to join our friendly team.

### **The organisation:**

Little Green Pig is a writing and mentoring charity based in Brighton & Hove. We enable children and young people across Sussex to experiment with writing in all its forms and to share their work with a wide audience. Our priority is to work with young people who live or go to school in areas of highest deprivation, or who face challenging circumstances. From [anthologies](#) to [soap operas](#), [radio shows](#) to [films](#), our projects challenge perceptions of what writing can be and deliver serious outcomes: improved self-confidence, literacy and communication skills.

We currently work with just under 1000 children and young people each year. We run three weekly after-school clubs across Brighton & Hove, in addition to in-school workshops and standalone projects. In recent years we have created a graphic novel anthology written by 50 children, curated a spoken word event in the Brighton Festival and transformed a classroom into a space station for three months in a local primary school. In the coming year, we are expanding to work regularly in Worthing and Eastbourne.

In collaboration with [volunteers](#), writers, artists, schools, families and partner organisations, we respond to children's needs. We provide imaginative, innovative and excellent learning experiences. Creativity and fun are at the heart of what we do.

### **The role:**

The Audience Development Intern will be part of a small core team. The team consists of a Director, Development and Partnerships Manager, Learning and Engagement Manager and Project Coordinator & Volunteer Manager all of whom work part-time, supported by an experienced group of freelance artists, approximately 90 volunteers and a Board of Trustees.

The key aims for this role are:

- to develop our audiences, especially our younger audiences through communicating our work to specific groups,
- building a Youth Board that will be integral to LGP's future governance,
- working closely with our Learning and Engagement Manager to ensure the success of our second [AMPLIFIED](#) project in 2021.
- to develop your voice as a young arts leader of the future
- To gain an understanding of engaging diverse audiences and the importance of governance in a charity

## **Key Responsibilities**

1. Recruit and manage a Youth Board with the support of the Project Coordinator & Volunteer Manager and in liaison with the Vice Chair of the LGP board
2. Develop and maintain marketing streams to reach new and specific audiences including the use of social media
3. Help write our monthly newsletter via Mailchimp
4. Assist with the recruitment and coordination of AMPLIFIED
5. Develop an effective evaluation plan for AMPLIFIED
6. Keep financial records, input transactions and pay and raise invoices on Quickbooks
11. Represent LGP at external events when required
14. Undertake additional duties as required

## **Person Specification**

### **Essential Attributes**

- Proactive attitude, eager to learn and develop new and transferable skills
- A methodical and accurate approach to your work, with the ability to determine priorities and work flexibly
- Excellent communication skills, both written and verbal
- Excellent numeracy skills
- Computer literacy (Microsoft Office Suite, Wordpress and social media)
- The ability to work effectively with people from a variety of backgrounds both outside and within the organisation
- A commitment to upholding Little Green Pig's [vision, mission and values](#).

### **Desirable Attributes**

- Experience of volunteering or engaging with an arts or educational organisation
- Experience collecting data or doing research
- Experience of safeguarding issues
- Knowledge of the wider cultural, educational and socio-economic context in the Sussex area
- Experience of working with hard-to-reach groups.
- Sense of humour

Little Green Pig encourages people from black and minority ethnic backgrounds, disabled people and other underrepresented groups to apply. We regret that our current office is not wheelchair accessible. We welcome applications from all sectors and backgrounds.

## **Terms and Conditions**

Title of Post: Audience Development Intern

Reports to: Project Coordinator & Volunteer Manager

Hours: 1 day a week, 9.30 am – 5.30 pm Tuesdays or Thursdays in our central Brighton office.

Occasional evening and weekend work will be required, for which you will be given time off in lieu. The post also involves occasional travel across Sussex.

This is an unpaid role. In exchange for your time we will provide lunch/travel costs.

This role is only open for 18-25 year olds.

Length: This is a 6-month placement, end date to be agreed with your line manager at the beginning of your placement.

### **Are you interested?**

To apply for this position, please send a CV and covering letter explaining how you meet the criteria (two sides maximum) to [ricardo@littlegreenpig.org.uk](mailto:ricardo@littlegreenpig.org.uk) by 9am on Monday 10th August 2020. Please include “[Your name] + Audience Development Placement” in the subject heading and include the contact details of two professional referees.

We will contact you on Monday 17th August 2020 to let you know whether we will be inviting you for an interview.

Interviews will take place in central Brighton on Thursday 3rd September 2020.

Please note, applicants will be subject to an Enhanced DBS Check.