



<b>Job title</b>	Creative Pathways Intern	<b>Job family and level</b>	Administrative, Professional and Managerial Level 1
<b>School/ Department</b>	Lakeside Arts / ER	<b>Location</b>	University Park Campus

## Purpose of role

Creative Pathways is funded by the Office for Students (OfS) between 2019-2022 to support diversification and graduate retention in the creative industries sector.

The scheme provides 6 months of vocational experience, training and development across a range of arts administration, learning and engagement, marketing and communications roles. Training and development will include event planning, organisation and delivery; finance and fundraising; budget administration and management; together with an awareness of the importance of marketing, publicity, communications and PR.

## Eligibility:

The scheme is open to graduating students who meet one or more of the Widening Participating eligibility criteria as detailed in the advertisement (and are reiterated in the pre-screening questions on the application). Eligible candidate must have a UK-based permanent address (not term time only); and have received their degree in the 2020-21 academic year. Unfortunately EU students are not eligible for this Office for Students funded programme.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Programme, Project, Events and Exhibitions</b></p> <p>Undertake reception/front of house duties to welcome visitors and artists</p> <p>Support artists by booking travel and accommodation; and hospitality</p> <p>Book spaces, equipment and access needs, liaising with other teams or individuals as required</p>	40%

	<p>Support event planning organisation and delivery, including assisting with marketing of events/exhibitions</p> <p>Assist with Creative Pathways evaluation and provide feedback</p> <p>Assist with proofreading copy</p> <p>Maintain print distribution networks and online listings</p> <p>Assist with developing social media presence for the Creative Pathways and Creative Academy campaign</p> <p>Update and maintain audience records as required</p>	
2	<p><b>Personal Development/Training:</b></p> <p>Attend Induction Programme for all Creative Pathways Interns</p> <p>Attend relevant meetings as required including Creative Academy sessions and Internship Learning Network meetings</p> <p>Attend training as identified by individual host organisation to include relevant Health &amp; Safety Training</p> <p>Participate in team meetings as required</p> <p>Attend host programme events to gain overall understanding of host organisation, its programme and practice and to build knowledge of programme content and audiences</p> <p>Record own video diary of experience</p> <p>Arrange one Internship Learning Network Meeting</p>	25%
3	<p><b>General Administration and Finance:</b></p> <p>Day to day administration including handling enquiries (telephone and on-line), issuing information and passing information to appropriate members of the team</p> <p>Undertake computer and office tasks to support the team</p> <p>Effective record keeping and retrieval to support reporting to senior management and external bodies</p> <p>Organising meetings/meeting venues, arranging hospitality as required, circulating papers and recording minutes where appropriate</p>	30%

	Financial administration e.g. recording payments, producing purchase orders	
4	<p><b>Other:</b></p> <p>Any other tasks as may be required as requested by the Line Manager commensurate with the post</p> <p>Have a flexible approach to work as the role requires working unsociable hours, for which time off in lieu may be taken with prior agreement with line manager</p>	5%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong interest in a career in the creative sector</li> <li>• Ability to ensure confidentiality</li> <li>• Good written and verbal communication skills</li> <li>• Good organisational skills and attention to detail</li> <li>• Friendly and efficient approach (on telephone and in person)</li> <li>• Attention to detail in all areas of work</li> <li>• Ability to thrive in a lively work environment</li> <li>• Good knowledge of computer programmes and keyboard skills</li> <li>• Willingness to work in the evenings or at weekends if needed</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with the public</li> <li>• Experience of working under pressure and meeting tight deadlines</li> </ul>	Experience of working or volunteering in an arts/creative sector environment
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>• Meet one or more of the priority groups qualifying criteria (see Internship Role Brief for more information)</li> <li>• GCSE Maths and English (Grade C or above) or equivalent</li> </ul>	
<b>Statutory, legal or special requirements</b>	<ul style="list-style-type: none"> <li>• Satisfactory Enhanced disclosure obtained from the Disclosure and Barring Service. ( If appropriate to role, if engaging with schools/children/vulnerable adults)</li> </ul>	



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
- Taking ownership** Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
- Forward thinking** Demonstrates the ability to learn and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.
- Professional pride** Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
- Always inclusive** Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

## Key relationships with others



