

PROGRAMME AND DEVELOPMENT SUPPORT INTERN

BASED AT: National Glass Centre/ home-based- (to be negotiated with manager)

DURATION: 13 weeks placement, 2 days (15 hrs) per week (w/b 3 January 2022)

CONTRACT: Freelance

FEE: £10 per hour

BRIEF

Sunderland Culture are seeking a Programme and Development Support Intern who will work across Sunderland Culture teams, supporting Unlock, our artist development and creative industries support programme, and providing administrative support for our Development Manager, who leads on fundraising for our venues and city-wide programme. This is an entry-level position, for a person seeking to gain experience of the creative sector in Sunderland, gain insight into a number of job roles and see how a cultural organisation runs.

The successful applicant will also receive regular 1-2-1s and support to make the next steps in the creative industries.

This internship is offered as part of the Unlock the City programme which supports the development of artists and creative businesses in Sunderland. Unlock the City is delivered in partnership by Sunderland Culture, Sunderland City Council, Digital Catapult, North East BIC and Sunderland BME Network, with funding from the Coastal Communities Fund.

RESPONSIBILITIES

- Support researching and compiling creative opportunities for Sunderland Culture's Creative Industries newsletter
- Assisting with the administration of Creative Industries events
- Working with Sunderland Culture's marketing team to compile copy and images for website and social media
- Assist with updating fundraising information on Spektrix, our CRM system (training will be provided- no prior experience necessary)
- Support compiling quantitative and qualitative information for reports to funders.
- Other appropriate tasks as delegated by manager



REQUIREMENTS

- Aged 18 years or over
- Able to give examples of creative thinking and creative problem solving
- Able to bring new ideas and enthusiasm to the role
- An interest in and knowledge of culture in Sunderland
- Living or studying in Sunderland, or have demonstrable links to the city
- Available to complete internship between January- March 2022.

TIMELINE

1 December 2021, 5pm: Deadline for applications

10 December 2020: Interviews (either in person or online)

TO APPLY

To apply for the position of Programme and Development Support Intern, please supply the following information:

- An up to date CV, including contact details and details of two references.
- A covering letter (no longer than 2 sides of A4), which demonstrates your suitability for this role and clearly refers to the role's requirements and responsibilities.

Alternatively, you can submit a short video (no longer than 5 mins) describing your previous experiences (these do not have to be in the cultural sector) and how you match the role's requirements and responsibilities.

ACCESSIBILITY

We have an additional budget to support prospective applicants who may face higher costs in fulfilling this role. These may include access to additional technology, additional travel costs etc.

Please email laura.brewis@sunderlandculture.org.uk to discuss any additional support you may need or if you have any questions about the role before applying.

DEADLINE

The deadline for applications is 5pm on 1 December 2021.

Please send applications to laura.brewis@sunderlandculture.org.uk.





FURTHER INFORMATION

SUNDERLAND CULTURE

Sunderland Culture was formed in 2016 to bring together the cultural programmes of Sunderland City Council, University of Sunderland and Music, Arts and Culture (MAC) Trust into a single, independent, organisation and to realise the ambition of a city brimming with creative potential.

Sunderland Culture works in National Glass Centre, Northern Gallery for Contemporary Art, Sunderland Museum & Winter Gardens, Arts Centre Washington and The Fire Station, and delivers programmes of cultural engagement and events across the whole city. It works across the city to ensure the power of great art, culture and creativity is harnessed for the benefit of Sunderland, its residents and visitors. Sunderland Culture's mission is to improve life for everyone in Sunderland through culture. Sunderland Culture is an Arts Council England National Portfolio Organisation

COASTAL COMMUNITIES FUND

The Great British Coast has enormous economic potential and this government is determined to see it thrive all year round.

That's why by 2020 the Government will have invested over £200 million in our much loved seaside areas through dedicated programmes like Coastal Communities Fund to help in generating jobs and boosting businesses.

So far, analysis has shown that this has been money well spent with every £1 invested having the potential to create an up to £8 boost to our coastal economies. To find out more visit: <https://www.gov.uk/government/collections/coastal-communities-fund>

