**Arts Administration Internship – Reading Resources**

**Role Description**

**Job Title:** Arts Administration Internship – Reading Resources

**Hours:** 21 hours per week (flexible – to be agreed upon appointment)

**Remuneration:** Travel expenses paid and sustenance

**Reporting to:** Head of Reading Excellence

**Start date:** July 2017

**End date:** November 2017

**Tasks:** You will be part of a small group of interns working together to gain valuable work experience whilst helping a dynamic charity/social enterprise develop. You will work predominantly with the Head of Reading Excellence and Specialist Practice Mentor, although there will also be opportunities to visit and communicate with other operational teams.

During your time in this position you will:

* Develop and coordinate a plan for sending out books to volunteer Reader Leaders across the country
* Maintain a centralised cataloguing and checking out system for books and help to maintain a system for storing hard copies of stories and poems
* Support admin volunteers
* Contribute to the ongoing task of centralising electronic copies of short stories and poems held by The Reader in one site, making these accessible to all staff
* Help to grow the online resource, for example by writing and adding to existing story summaries
* Contribute to the development of further Reader anthologies, building on the momentum created by the ‘A Little Aloud’ series
* Help to grow the Reader video library by preparing files for upload

**Skills/Personal Qualities required:**

* Excellent organisational skills; patient and attentive to detail
* Skilled reader with a passion for literature; able to think creatively
* Kind and supportive
* Flexible, self-motivated and hard-working individual who will work well in a dynamic and creative team in a fast-moving environment
* Excellent written and oral communication skills
* Good IT skills, including familiarity with Office applications and online resources

**How to Apply**

Note. Please do not just send in a CV. We will only consider applications that follow the following process -

Please visit [www.thereader.org.uk](http://www.thereader.org.uk) and click on the ‘Working with Us’ tab to view the full job description and to download an application form. Please complete the application form and submit a covering letter, explaining how you meet the requirements of this role, to [jobs@thereader.org.uk](mailto:jobs@thereader.org.uk)

**Deadline for applications:** Friday 30th June, 5pm

NB: applications arriving after 5pm will not be considered

**Interviews**: Monday 10th July 2017 **Calderstones Coach House**

*Successful applicants will be invited to interview by* ***Friday 7th July 2017.*** *If you have not heard from us by this date, then unfortunately your application has been unsuccessful.*