

PAID EXCEL INTERNSHIP ARTS ADMINISTRATOR INTERN

WE'RE HIRING! THIS IS YOUR CHANCE TO GAIN INSIGHT TO MUSIC VENUE MANAGEMENT AT
TURNER SIMS SOUTHAMPTON

DO YOU LOVE LIVE MUSIC? DO YOU WANT TO LEARN MORE ABOUT WORKING IN AN
INTERNATIONALLY RENOWNED MUSIC VENUE? ARE YOU LOOKING FOR AN OPPORTUNITY
THAT WILL ENHANCE YOUR STUDENT LIFE, TEACH YOU NEW SKILLS AND LOOK GREAT ON
YOUR CV?

Turner Sims Southampton is looking for a student to become an Arts Administrator. This is an
amazing chance to join our team here on Highfield Campus; play a key role in the operations of the
organisation and gain first-hand experience of working in the music industry!

The successful applicant will be organised and adaptable with an eye for detail, able to show
initiative and work well with minimum supervision.

This is a varied role, which involves supporting the day-to-day effective and efficient administration
of the venue, sending out pre prepared emails to prospective hirers and collating previous hirer
details into a marketing list. You will support Front of House in preparing for daytime events and
make recommendations for administrative process and procedure improvements.

You will need a good grasp of standard IT packages.

The posts will commence on **Monday 1st October 2018** through until **Monday 25th February
2019** inclusive of term periods but excluding w/c Monday 24th December 2018 and w/c Monday 31st
December 2018. The rate of pay will be £8.21 per hour, working 1 day per week x 20 weeks.

(3rd years, please note that this role continues through until Graduation).

Does this sound like you?

For full information, please contact Jay Mendivil, Head of Operations, Turner Sims
Southampton: J-M.Mendivil@soton.ac.uk or tel: 023 8059 7753

To apply, click here

Apply by: Sunday 20 May 2018