



Communications Internship

Native Events is the driving force for sustainability in the events and cultural sector in Ireland. The company offers sustainable events services and infrastructure, as well as consultancy and advice to the creative and events industry. Partnering with many high-profile events and festivals throughout the calendar year we now have an exciting opportunity for a Communications Intern to join Native Events in early 2023.

This role provides administrative support to the Communications Lead, helping with day to day social media monitoring and scheduling across all platforms, in order to grow reach and raise the profile of Native Events. The scope of work will be guided by the Native Events' social media and events calendar, as well as being across a roster of different events and activities. There will also be opportunities to feed into wider external communications e.g. writing press releases and news stories, sourcing guests for podcasts, as well as input into the Native Events brand and overall strategy through contributing ideas and suggestions to team meetings.

Key Liaison with: Communications Lead

ROLE REQUIREMENTS

Organisational Objectives

- Write, plan and schedule communications across all Native Events social media platforms including Instagram, Twitter, LinkedIn etc.
- Help with the design and implementation of social media campaigns and advertisements across various platforms
- Contribute to news stories, press releases and other written communications
- Coordinate communications with Native Events' partners and associates
- A clear and conscientious writer, with awareness of brand reputation
- Establish strong working relationships and take part in collaborations as projects develop across the organization and externally
- A creative eye with experience creating visual assets via Adobe InDesign, Canva or other graphics design software is highly desirable, though not essential.
- Experience with website CMS is a bonus.

Projects and Communications

- Attend and report into regular Native Events team meetings, and various events team meetings as required
- Input into the compilation of post-event reports.
- Attend post-event debriefs
- Ad hoc duties as required

PERSON SPECIFICATION

- Experience with Adobe InDesign, Canva and other graphics design software as well as an appreciation for brand awareness is highly desirable, though not essential
- You will bring lots of energy and fresh insights to the role and will gain broad experience in communications of a small, fast growing organisation and therefore should be prepared to enter into a fast-paced work environment.
- Highly organised and a proven ability to multitask
- Superior time management
- A clear communicator both in person and online
- Excellent knowledge of the music and culture scene both nationally and internationally is a bonus
- Sustainability-minded with the drive to push the sustainable ethos of our clients
- Must be able to follow an agreed-upon work plan and work with confidence and independence
- Proven ability to be resourceful and detail-oriented.
- Willingness to learn and up-skill

TERMS as per contract and in addition:

- This role will start ideally in **January 2023**
- This contract is made up of a combination of administrative days and onsite days at events
- While the role is initially based at D-Light Studios there will be flexibility with remote working depending on team meetings. The role requires flexibility with work hours and location-based work on-site
- To apply for this position please send a CV and accompanying cover letter to kyle@nativeevents.ie
- Closing date for applications is **tbh**