

Administrative Internship at Cheek by Jowl

Job Description:

Providing administrative support in the Barbican office of Cheek by Jowl touring theatre company 3 days a week for three months. Unpaid, but with local travel expenses.

This is an ideal opportunity for someone looking to gain entry level experience in arts administration.

Candidates should be confident with Word, Excel and Outlook and previous experience of working in an office environment would be beneficial.

Daily Responsibilities Include:

- Collecting and sorting post
- Answering casting enquiries
- Filing press cuttings, show reports & sales figures
- Maintaining and updating mailing lists
- Errands to the bank, post office etc

Larger Projects Include:

- Ongoing Audience Development work
- Marketing and fundraising assistance
- Preparing mail outs from copy writing through to envelope stuffing & posting
- Various small research projects

Please apply with your CV and a covering letter to:

Cheek by Jowl
Barbican Centre
Silk Street
London
EC2Y 8DS

Or by email to: info@cheekbyjowl.com

Only candidates with a serious and proven interest in a career in Arts Administration need apply.