



3–7 Delancey Street
Camden
London NW1 7NL

0207 3837808

www.forgevenue.org

Marketing & Events Internship

The Forge is a not for profit Music & Arts venue which hosts a wide range of live music events - classical, jazz, folk and world music, as well as art, film and dance events. We are a small, friendly team which makes for an interesting and varied working environment.

For more information about The Forge, please see our website: www.forgevenue.org

Our Marketing & Events Intern will assist the Marketing Officer with a range of duties including some or all of the following:

- Maintaining press listings and databases
- Assisting with audience development, research and data collection projects
- Assisting with marketing campaigns
- Designing in house posters and leaflets
- Help to organise special events (such as launches, workshops)
- Front of house duties

These duties are given as a general guide. As a small organisation, new opportunities and projects arise all the time and we always welcome new ideas.

Internship details

1 – 2 days a week

10am-5pm

Internships usually last for between 4-8 weeks.

We usually have places for internships in March/April, July/August and December/January, but will also consider internships at other times in the year.

Contact

Please send a CV and short covering note explaining about your interests in the Arts and Arts Management, and what you would like to get out of the internship.

Joanna Harries

Marketing and Press Office – The Forge

joanna@forgevenue.org

020 7383 7808