

DEVELOPMENT ASSISTANT

(PAID INTERNSHIP OPPORTUNITY)

Dash Arts Ltd is seeking a Development Assistant to work with the company over a five-month period from September, 2018 through January, 2019 as we implement important changes to our fundraising practice made possible through a grant from Arts Council England's Catalyst Small Grants programme.

Job Details:

- **September, 2018 - January, 2019 (5 months)**
- **3 days/week - Specific days by agreement; may need to be flexible due to requirements of the role**
- **£18,564 (pro-rata; London Living Wage)**
- **Primarily based at the company's offices in Toynbee Studios, London E1**

The role of Dash Arts Development Assistant Intern will be to support the company's work across all areas of fundraising including implementing databases, donor communications, events, research, grant and report-writing, developing social media approaches as well as providing administrative support in the company's office.

In return, the Intern should expect to gain the following skills and experience:

- **Understanding the operations of a busy, arts organisation;**
- **Experience across the board with fundraising activity and social media;**
- **Project management experience with setting up new equipment and systems;**
- **Gaining basic financial management skills including use of excel;**
- **Experience of event planning and management;**

Person Specification:

- **Experience of work/work experience in an arts organisation;**
- **Interest and any experience with fundraising (in any context);**
- **Personal and/or professional experience of using social media;**
- **Good numeracy and writing skills;**
- **Demonstrated interest in the company's work.**
- **International experience;**

The post would suit a recent graduate of a BA or MA Arts Management programme; but lack of degree should not be seen as a barrier to applying.

To Apply - email us:

- **a cover letter (one side of A4 only) detailing your interest in the position and how you meet the person specification;**
- **a current cv and/or summary of experience**
- **2 references**

Submit by email to:

jobs@dasharts.org.uk

(use DEVELOPMENT ASSISTANT in the subject line)

Deadline:

Thursday, 26 July 2018 by 9am

Interviews:

Monday, 30 July 2018

Questions:

jobs@dasharts.org.uk