Role Title

Arts Intern – Sierra Leone

Role Information

<table>
<thead>
<tr>
<th>Role Type</th>
<th>Pay Band</th>
<th>Location</th>
<th>Duration</th>
<th>Reports to:</th>
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</thead>
<tbody>
<tr>
<td>Internship</td>
<td>Intern</td>
<td>Freetown; Sierra Leone</td>
<td>6 months</td>
<td>Arts Manager</td>
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Role purpose

We are looking for an intern to join the Arts team in Sierra Leone. S/he will report to the Arts Project Manager based in Freetown. S/he will be expected to work closely with other members of the arts team and key internal stakeholders to support with the delivering the arts portfolio.

About us

The British Council is the UK’s international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust. We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

Geopolitical/SBU/Function overview:

The British Council has been working in Sierra Leone since 1943. The operation delivers programmes in Arts, Education and exams.

The Arts programme delivers in excess of 25% of our overall programme impact and focusses on:

- Strengthening and growing UK – Sierra Leone creative partnerships and collaborations
- Reciprocal showcasing between Sierra Leone and the UK
- Developing skills and leadership in the creative sector
- Harnessing the power of arts in achieving international development goals

Main opportunities/challenges for this role:

Learning and development opportunities for the intern

- General understanding of the work and mission of the British Council and how it contributes to the development of the Sierra Leone Creative Economy
- Insight and hands-on experience in monitoring and evaluation of large scale projects, contact management and arts management in a formal setting
- Becoming familiar with working in an International Organization and in a multicultural environment

Main Accountabilities:
Under the overall guidance of the Art Project Manager, the intern will provide project support for the Arts programme.

Duties will include:

- Data collection and collation for every art event to support British Council corporate Monitoring and Evaluation Frameworks.
- Updating and managing the contact database for all art contacts
- Support with management of arts workshops and events
- Assist in the completion of project reports
- Create Purchase Orders for Arts related procurements
- Any other task as reasonably requested by the Project Manager or a senior member of the arts team

**Key Relationships:**

**Internal**
- Cluster Operations Team
- Arts Manager
- Customer Services
- Finance and Resources team

**External**
- Customers,

**Role Requirements:**

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<tr>
<th>Threshold requirements:</th>
<th>Assessment stage</th>
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<tbody>
<tr>
<td>Passport requirements/ Right to work in country</td>
<td>All applicants should have a pre-existing legal status to live and work in Sierra Leone. British Council will not facilitate/sponsor visa applications and work permits.</td>
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<tr>
<td>Direct contact or managing staff working with children?</td>
<td>Yes - appropriate police check</td>
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**Person Specification:**

<table>
<thead>
<tr>
<th>Person Specification:</th>
<th>Assessment stage</th>
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</table>

**Role Specific Knowledge & Experience**

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<tr>
<th>Minimum / essential</th>
<th>Desirable</th>
<th>Assessment Stage</th>
</tr>
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<tbody>
<tr>
<td>- Be a recent graduate (graduated within the last 3 years) with excellent organisational skills and the ability to multitask.</td>
<td>- Experience in development of statistics, charts in Excel and Web 2.0 tools.</td>
<td>Shortlisting</td>
</tr>
<tr>
<td>- Be computer literate with a high degree of proficiency in the use of MS Word, MS Excel and PowerPoint.</td>
<td>- Experience in organising local and/or international art events will also be an added advantage.</td>
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<tr>
<td>- Have an interest in project planning and implementation</td>
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- Have an interest in Arts/ Creative industries in Sierra Leone
- Experience working in a busy environment delivering high levels of customer service.
- Have strong written and oral communication skills in English;

<table>
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<tr>
<th>Role Specific Skills (if any)</th>
<th>Assessment Stage</th>
</tr>
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<tr>
<td>Track record of working in a tightly controlled process driven environment</td>
<td>Shortlisting AND Interview</td>
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**British Council Core Skills**

**Assessment Stage**

Communicating and influencing (level 1)  
Communicates clearly and effectively  
Listens to others and expresses self clearly, with grammatical accuracy and awareness of a diverse audience in speaking and writing.

Managing projects (level 1).  
Examines project data and performance, reporting on progress and recommending corrective action as needed.

Planning and organising (level 1).  
Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.

**British Council Behaviours**

**Assessment Stage**

Connecting with others (Essential):  
Making regular opportunities to understand others better

Working together (Essential):  
Ensuring that others benefit as well as me

Making it happen (Essential):  
Delivering clear results for the British Council

Being Accountable (Essential):  
Delivering my best work in order to meet my commitments

**Prepared by:**  
Emmanuel Lavalie, Arts Manager  
**Date:**  
October 2019