

Role Profile

Job Title	Literature Internship		
Directorate or Region	Arts	Department/Country	Arts
Location of post	London	Pay Band	4
Reports to	Sinead Russell/ Rachel Stevens (job-share)	Duration of job	10 weeks fixed term

About the British Council

The British Council was founded to create a friendly knowledge and understanding between the people of the UK and the wider world. We call this work: cultural relations.

We work in over 100 countries, connecting millions of people with the United Kingdom through programmes and services in the English language, the Arts, Education and Society. We believe these are the most effective means of engaging with others.

About our Internship Scheme

Since we were set up in 1934, the British Council has developed thousands of partnerships with over 100 countries all over the world. It is a job that we take tremendous pride in, but none of it would be possible without the hard work of our teams in the UK. If you are keen to learn more about working for a global organisation, and to make a real difference over the summer, then this opportunity is definitely for you. Each year we look to bring fresh ideas to the organisation by taking a cohort of interns over the summer. We get to work with new talent and creativity, plus an insight into how we can deliver the best opportunities to young people; you get to learn new skills while on a paid internship and kick start to your international career.

As an intern, you will have a fantastic opportunity to step into the world of cultural relations with an organisation that values diversity and innovation. You will join one of our teams in our London office, working with a dedicated line manager on international projects that really add value to our organisation. You will also take part in a group project with your fellow interns. Here you will be able to build your project management and team working skills, as well as receiving career advice and training that provide you with direction, perspective and experience to take away with you on completion of the programme

This year, we are looking for candidates with digital skills that hold the creative capability to develop impactful solutions to complex, real world problems for a truly global organisation. If you are a recent graduate or undergraduate who is passionate about technology and eager to learn in our fast-paced environment then we would love to hear from you.

About the Team

The Literature team in the UK work together with the arts managers in British Council offices in more than 100 countries around the world to create programmes that help to build those important connections and increase mutual knowledge and understanding. We work with individuals and organisations from all parts of the UK literature sector and their international counterparts. Each programme is different, tailored to the cultural relations priorities of the country, but in all our programmes we focus on creating international opportunities for emerging and mid-list writers; building an international network for the next generation of literature producers; and raising awareness of UK literature areas of strength that are less well known abroad.

Our programmes often involve travel by UK writers to take part in international festivals and to deliver workshops and master classes. We also develop international collaborations involving experts in literacy and reader development, translation and storytelling; librarians and publishers; illustrators and academics. Many of our programmes also involve bringing international writers and literature sector professionals to the UK. We take advantage of literary and other anniversaries to showcase the work of contemporary writers and we take part in the

British Council's programme of seasons focussing on a particular country or region. We are working to increase the audience for UK literature through digital channels.

We hope that our work will result in more emerging and mid-list writers with international experience and profile; an international network of literature producers working together on projects and programmes; international audiences for a new generation of UK writers and literature beyond mainstream fiction representing the full diversity of the UK in the 21st Century; and a greater mutual understand between the people of the UK and other countries through a shared appreciation of our wonderful literature.

About the role

Due to the high profile success of our London Book Fair Market Focus programme, there has been a recent significant increase in invitations to the UK to be Guest of Honour at Book Fairs around the world. This work falls as an addition to our current planned activity. The core part of the internship would be focused on helping us to respond to these invitations and support the delivery of at least one project overseas. As a team we are also introducing a new focus on Children's Literature, an area we have not worked very comprehensively in for many years. This presents a significant challenge to team resourcing as we reconnect with the sector during an R&D phase and will be a key opportunity for an intern to contribute to a strategic programme with us.

Accountabilities, responsibilities and main duties:

There are three main projects that this internship will cover. They comprise:

1. *Coordinate author delegation for UK Guest of Honour in Sharjah*
 - Liaise directly with authors to collect necessary information (biographies and photos), circulating contracts, facilitate flight bookings, facilitate visas, propose and develop programmes, get materials translated
 - Brief authors on logistics, final programmes and expectations for the Book Fair and their time in UAE
 - Collecting feedback from authors after the programme to inform future programmes
 - Liaise with partners on preparing the UK stand, including signage, layout, preparation of promotional brochures, and stand allocation for UK publishers
 - Digital communications for UK Guest of Honour: Increase programme reach, and grow digital audiences
 - Work with Comms Programme Manager to identify target audiences and formats
 - Develop a Comms Plan for showcasing UK Guest of Honour
 - Execute the social media and online components of the Comms Plan (this may include writing articles for our newsletter, blogging or commissioning short pieces of writing)
 - Evaluate the success of the digital communications by writing a short report based on the Twitter and website analytics
 - Liaise with in-country partners on photography/filming of key UK events at the Fair, for dissemination online.
2. *Children's Literature Focus*
 - Work with Senior Literature Programme Managers to identify key partners and contacts
 - Liaise directly with Literature professionals to organise briefings, meetings, commission articles and short pieces of research
 - Participate in planning meetings around the development of concept and design of the Children's Literature Focus programme
3. *Hull City of Culture*
 - Liaise directly with authors to collect necessary information (biographies and photos), circulating contracts, facilitate travel bookings, propose and develop programmes.
 - Brief authors on logistics, final programmes and expectations for their UK visit
 - Work with colleagues in Literature Team to solve issues and challenges that arise throughout programme coordination
 - Collecting feedback from authors after the programme to inform future programmes
 - Liaise with partners on preparing materials including banners, copy for brochures
 - Contribute towards the communications plan for the Literature events
 - Execute the social media and online components of the Comms Plan (this may include writing articles for our newsletter, blogging or commissioning short pieces of writing)

What you will gain:

<ul style="list-style-type: none"> - Contracts – learn the basics of amending a template contract and correct procedures for collecting signatures and filing compliance - Professional Networking – Direct contact with key partners and authors - Project Coordination – developing a programme, liaising with partners and authors, booking travel, arranging visas and briefing participants - Administrative support for programme – booking rooms, arranging calls, registering visitors, coordinating meetings, setting up planning documents and spread sheets - Digital experience working on materials for social media and online campaigns, commissioning, writing and uploading content. 	
Please specify any passport/visa and/or nationality requirement.	Must have the right to work in the UK working full time at 36 hours a week. Possibility of some travel
Please indicate if any security or legal checks are required for this role.	N/A

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	Making it happen Working together Connecting with others		Shortlisting Interview
Skills and Knowledge	<p>Must be in at least your second year of University. Must have gained or be working towards a 2:1 degree</p> <p>Obtained a C grade in GCSE (or equivalent) Maths and English</p> <p>Proven interest in international cultural relations</p> <p>Knowledge, experience and proven interest of Literature, particularly contemporary UK writing</p> <p>Cultural sensitivity and adaptability</p> <p>Commercial acumen and an entrepreneurial approach to problem solving</p> <p>Strong organisational skills</p> <p>Fluent in English and an excellent command of written English with impeccable grammar</p>		Application Assessment and interview

Experience	Some experience working on projects with digital communications & social media through professional experiences or other means	Some experience working in and across teams Experience of project coordination Experience of event management	Application And interview
-------------------	--	---	------------------------------