**Communications Internships at Ledbury Poetry 2024**

**About us:**

**Ledbury Poetry** celebrates, develops and shares the pleasure of poetry. We run programmes throughout the year from our new base at The Barrett Browning Institute in Ledbury, Herefordshire: salons and reading groups, community engagement projects for all ages, education work with schools, sixth form colleges, universities run alongside a New and Emerging Writers’ Programme. Ledbury Poetry Competition runs annually, and the Ledbury Poetry Critics ensures diverse voices are mentored and platformed.

**Ledbury Poetry Festival** takes place over ten days each summer: June 28th – July 7th in 2024 - and is the biggest poetry festival in the UK featuring poets from all over the world. It is a celebration of poetry LIVE in Ledbury with readings, performances, conversations, workshops, open mics, music, exhibitions, films, family events and the annual outdoor poetry and food celebration day. Many events are also live streamed so you can join us ONLINE from wherever you are. These live streams are audio recorded and filmed (subject to permissions) and uploaded to Ledbury Poetry Player.

**What we offer:**

* Outstanding experience at Live Festival
* Experience in communications in nationwide Arts Organisation
* Training in specialist skills by professionals
* Enhancement of CV
* Certificate of work completed
* Follow up work and references
* Good fun, fast paced, learning and supported work experience
* Opportunity to meet new people, network and make friends

**What we are looking for:**

We are looking for interns aged 18+ to work with the Communications and Marketing lead in a number of areas.

**Content Creation Internship**

**Key Duties**

* Work as part of a team creating content for use on our website and on our social media platforms. This may be creating interesting visuals from photographs, it may mean editing short films, it may mean writing copy, as directed by Comms lead.
* The process will involve setting clear targets and reporting on stages of development and fulfilment.
* Ensuring Rights Forms are signed by guest artists is very important.

**Content Creation Internship   
Person Specification**

* Training will be provided but it is necessary to have competency in video editing and in content creation.
* Works well in teams and also capable of working alone.
* Calm under pressure. Able to be flexible in fast moving environment.
* Approachable and able to communicate effectively.
* Interested in the arts and studying a relevant subject at college or university.

**Photography Internship**

**Key Duties**

* Work as part of a team creating a fabulous visual record of Festival events.
* Training in Documentary Photography will be provided by professional photographers.
* Training in uploading edited photographs will be provided.
* A full brief will be provided for each day with clear line management.
* Overall Brief: The Festival needs generic shots of people in the landscape of the Festival enjoying themselves. We need these for year round use – so not dated or timed to specific performances/poets. Close ups of a dad and child reading? Families enjoying themselves together. People reading books, books, young people gathered around drinks/picnic/laughing. Some portrait and some landscape for banners online.
* The Festival is for and intends to reach, and reflect, a wide and diverse audience. We need photographs that reflect diversity.
* Gender stereotypes should be avoided. We want all peoples and all ages laughing, sharing, joining in, asking questions, talking together. Enjoyment. Togetherness. Families (of all stripes). Active.
* We have a programme that is designed for all ages – we will need images for all of these – children, teens, young adults, 20 year olds, 30’s etc .
* Permissions – when photographing young people in an identifiable way we request that you ask permission of their parents or guardians first.
* Books and Words, Books and Words and letters… typefaces… etc.
* Focused in shots are useful for Instagram – someones hand holding a book, someones hand passing a ticket, smiley child reading and lit up, shot from above looking down at a workshop… Bookshelf.
* We have a new home – The Ledbury Poetry House and in this a new bookshop. So people looking at books, the Poetry House being used – there will be events, green room, exhibitions, Box Office – all in here.
* Things to avoid as cannot use them… backs of people, empty chairs in front row, close-ups of children in school uniform, wobbly banners in background of empty space etc.

**Photography Internship   
Person Specification**

* Available during Ledbury Poetry Festival (27th June – 7th July 2024) and potentially during term time to photograph key events as well.
* Training will be provided but it is necessary to have competency in photography and photography editing/filing.
* Works well in teams but also capable of working alone.
* Calm under pressure. Able to be flexible in fast moving environment.
* Responsible with attention to detail.
* Approachable and able to communicate effectively.
* Interested in the arts and studying a relevant subject at college or university.
* Please apply for these internships to [Becky.Shaw@ledburypoetry.org.uk](mailto:Becky.Shaw@ledburypoetry.org.uk)

*Ends*