INTERNSHIP VACANCY FORM

Employer Details

Company Name	Royal African Society
Address	SOAS, 21 Russell Square, London, WC1B 5EA
Website Address	www.royalafricansociety.org
Email	Marcelle Akita on ma130@soas.ac.uk

Placement Details

Title of role	Africa Writes Festival Intern
About the organisation	**The Royal African Society**, based at SOAS, is a membership organisation that provides opportunities for people to connect, celebrate and engage critically with a wide range of topics and ideas about Africa today. We amplify African voices and interests across the fields of academia, business, politics, the arts and education. Through our events, publications and digital channels we share insight, instigate debate and facilitate mutual understanding between the UK, Africa and the rest of the world reaching a community of more than one million people globally. *Africa Writes* is an annual festival organised by the Royal African Society, which aims to promote contemporary African writing and writers as well as to explore Africa's long literary past and its future. Every year *Africa Writes* showcases established and emerging literary talent from Africa and the diaspora. Our previous headline speakers have been Chimamanda Ngozi Adichie, Ngugi wa Thiong'o with son Mukoma wa Ngugi, Wole Soyinka, Ama Ata Aidoo, Ben Okri, Nawal El Saadawi and Alain Mabanckou. The festival is made possible with public funding from Arts Council England and the British Council. **Africa Writes 2019** will take place over an exciting summer weekend on Friday 5 July – Sunday 7 July at the British Library, London. With a vibrant programme of book launches, panels, storytelling, poetry & workshops, the festival showcases the best new writing from the continent and the diaspora, plus family activities and a vibrant book fair.
Key tasks of the role	We are looking for someone passionate about African literature and social media to join our small team in the lead up to the eighth edition of the Africa Writes festival. The successful applicant will support across the key areas of the festival planning and delivery, including production, artist liaison, marketing and evaluation. This is a great opportunity for someone who is organised and wants to gain experience in running an established festival, with a dedicated and supportive team, as well as working with high profile individuals in

	the African literature space. We are looking for an individual who is hands-on, has a keen interest in African literature and the Royal African Society's work, who is keen to input their own creative ideas into the process, and who is proactive with a can-do attitude. **Production** - Create the festival book list - Support the Festival Co-Producers on planning and logistics **Artist Liaison** - Update the guest itinerary and welcome pack for each guest - Track and enter all guest information onto production schedule - Assist with artist liaison during the festival 5-7 July **Volunteer Management** - Create and update the volunteer rota - Liaise with volunteers on availability and shifts - Help to coordinate volunteers during the festival 5-7 July **Marketing** - Support the Festival Co-Producers and Marketing Officer to deliver the festival marketing strategy across both print and digital channels - Assist with reciprocal online marketing activity and print marketing distribution - Generate blog content and create visual assets and for use on our website, newsletter and social media platforms **Evaluation** - Gather and record audience and guest feedback - Support on festival evaluation in meetings & reports
Skills and experience required	**Experience** Experience in reading and discussing a diverse range of literature E Experience in using social media for a campaign or organisation E Knowledge of using a range of social media platforms E Interest in visual arts / photography D Experience of using online content management systems, e.g. WordPress D **Skills and abilities** Ability to work to tight deadlines E Excellent written and verbal communications skills E Excellent organisational skills and attention to detail E Ability to work as part of a small team E Proficient standard IT skills (Word, Excel, Powerpoint, etc) E Ability to use social media platforms and online tools such as Mailchimp, Buffer and Google for Work Apps D Ability to use Adobe Photoshop or equivalent D **Personal qualities and attributes** Ability to be flexible and respond to changing priorities E Positive and adaptable approach to problem solving E Enthusiastic and self-motivated E

	*E = Essential *D = Desirable
Duration of appointment	17 weeks: w/c 8th April - w/c 29th July 2019
Application process and deadline	Please send your CV and a brief covering letter explaining why you think you are suitable for the position to Marcelle Akita on ma130@soas.ac.uk Application deadline: Monday 11th March 2019 Interviews: Thursday 21st March 2019 Result: April 2nd 2019 **Please note that this position is only open to current students or graduates of SOAS, University of London, through the Santander Universities Internship Programme.**

Start date	w/c 8th April 2019	**End date**	w/c 29th July 2019
Salary/Pay rate	£10.55 London Living Wage	**Hours per Week**	Variable, approx 17.5 hours average