

AFRICA WRITES

Job Title	Africa Writes 2021 Production Intern
Contract	4 months (July - October 2021). Suggested working pattern: - 2 days per week starting w/c 12 July - 2 days per week in September during Africa Writes 2021, plus 24 - 26 September - 2 days one week post-festival in October
Location	Online, The Royal African Society, 21 Russell Square, WC1B 5EA & the British Library (festival venue for 24 - 26 September)
Reporting to	Festival Producer
Total fee	£1,740 (£540 per month, plus £120 in October)
Closing date	Thursday 17 June 2021, 12pm (BST)

About us

[The Royal African Society](#) 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. Through our events, publications and digital channels we share insight, instigate debate and facilitate mutual understanding between the UK and Africa. We amplify African voices and interests in academia, business, politics, the arts and education, reaching a network of more than one million people globally.

Established in 2012 by the Royal African Society, [Africa Writes](#) has become the UK's leading platform celebrating the best contemporary African writing. Africa Writes delivers a wide-ranging programme, including *Africa Writes Young Voices* (our schools programme), book launches, panel discussions, performances, professional workshops, family activities and an international book fair. For 2021, the festival has adopted a blended model of online and in-person events exploring the themes of Imagination, Pleasure and Activism.

Internship overview

The Africa Writes 2021 Production Intern will support the Festival Producer and Co-Producer with the planning and delivery of the festival, lending support across the areas of Production, Artist Liaison, 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 RAS's work, and is proactive with a can-do attitude.

Artist Liaison

- Support the Co-Producer with creating a detailed guest itinerary and welcome pack for each guest
- Track and enter all guest information onto the RAS database
- Work with the Co-Producer during the festival to meet & greet, accompany guests to the festival and book taxis etc.

Production

- Create the festival book list
- Support on the production schedule for the festival
- Support the Co-Producer on the coordination of stall bookings and vendors (both online and in-person, if applicable)
- Assist in the smooth running of the festival throughout the festival month in September

Other

- Co-ordinating the RAS information stand at the festival
- Assisting with monitoring and evaluation post festival
- Any other tasks requested by the Festival Producer and Co-Producer

Personal specification

Experience

Experience in reading and discussing a diverse range of literature	E
Experience in organising and supporting events	E
Experience in managing competing deadlines	E

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 Google for Work Apps	D

Personal qualities and attributes

Ability to be flexible and respond to changing priorities	E
Positive and adaptable approach to problem solving	E
Enthusiastic, self-motivated and outgoing	E

*E = Essential

*D = Desirable

Your Availability

This role requires a commitment of 2 days per week for 3 months, plus 2 days in October (29 days total) between the period w/c 12 July – w/c 11 October 2021, including 3 days of the festival weekend at the British Library on 24 - 26 September. The working days are flexible and will be negotiated to fit around the successful applicants' other work and commitments. As part of the role, the intern will attend two volunteer evening meetings, one at the end of August and one in mid-September.

How to Apply

If this sounds like you, [complete this form](#) with your cover letter and then submit your CV to both Marcelle Akita and Caitlin Pearson at royalafricansociety@gmail.com by **Thursday 17 June 2021 at 12pm (BST)**.