

## **Events Intern at Kentwell Hall**

**9 months- paid position April to December 2012**

**We are looking for a confident, creative, self-starting and flexible individual, willing to help with all aspects of events at Kentwell. This paid, full-time internship offers wide experience for those keen to enter the events field.**

Kentwell Hall is a small, family-run, historic house and grounds in Suffolk, noted for the numerous unique events that it devises and runs.

Our events cover a wide spectrum. Most notably we run regular Re-Creations of Everyday Tudor Life which have been held each year since 1979. Other period events include a 1940s Fete & Tea Dance and a new Dickensian Christmas.

Kentwell also created the award-winning Scaresville one of the best Halloween scare events in the country. In addition Kentwell hosts open air concerts, weddings, evening events and corporate functions.

### **Overview of job**

The work will be extremely varied but demanding; helping with all aspects of event administration, support, marketing and execution. It will give a great grounding to anyone interested in making a career in events or heritage management.

Your day could be spent doing anything events related; from online marketing and promotion to setting up the bar for a function, to helping devise and create a new Halloween Games area for example.

The post is full time for nine months beginning in mid-April. You will be part of a very small team and be expected to contribute straightaway.

The job will be a six day week at busy times, five day at other times. Hours will vary. Some events take place in the evenings involving working up to past midnight, and there will be weekend working.

Payment is minimum wage (paid hourly).

### **Applicants**

We are looking for applicants who are:

- Bright - a good first class degree preferred but not essential;
- Able to work well on their own and show evidence of initiative;
- Highly IT competent especially with Apple Macs;
- Confident, presentable and personable and able to work well with all sorts;
- Prepared to do anything from chasing escaped animals and waiting at functions to helping set up and clear up events.

**Deadline**

Deadline for applications is 28<sup>th</sup> March 6pm. Interviews will be held the following week (commencing 2<sup>nd</sup> April).

To apply please send a cover letter and CV, explaining what you would offer to the role.