

Voluntary Internship Opportunity: Jude Theatre Company CIC

Internship Role: Assistant Funding Officer(s)

Time Commitment: Term-time only, 4 hours weekly. September – December 2015 and/or January – March 2016.

Location - Jude Theatre are based @ Innospace in the Couzens Building on the MMU crewe campus.

Project Details:

Opportunity - We are looking for an Intern/s to work in partnership with our office based Senior Fundraising Officer.

About Jude Theatre - We work across the North West and West Midlands to deliver Performing Arts issue-based projects and workshops in schools, colleges, prisons and community venues. We work with participants of all age groups, abilities and backgrounds using unique Applied Theatre techniques. We operate under a social enterprise business model, utilizing the support of volunteers and trustee board funding to honor our commitment to community benefit. In return, we offer our volunteers the chance to be part of a growing organisation, with a wealth of experience and opportunities.

The intern will be required to:

- Develop our funding database as a key resource, managing large amounts of data and organising it appropriately.
- Research funding opportunities for the continuation and expansion of our projects.
- Working with the funding officer to develop funding applications at the center of the project development process
- Organising and securely storing fundraising research and application information for future use.

We are looking for people with:

- High proficiency in database software and all microsoft office software programmes (or similar).
- An enquiring and creative mind, with the ability to pro-actively find solutions.
- An interest in the financial aspects of business development.
- Self-motivation and dynamism, with the ability to manage their own time.

What you can gain from this internship:

- Experience working within a business environment to complete a project and achieve set goals.
- Insight into the core workings of a Community Interest Company.
- Crucial experience into the funding requirements and practices essential for business development.
- Shadowing opportunities within the business.
- The intern will play an important role assisting the financial progress of the company.

Eligibility

This internship is open to all students in the Manchester Metropolitan University Business School and beyond. This opportunity is open to all current undergraduate and postgraduate students. Whilst our target applicants are second year undergraduates and above, first year applicants with relevant experience will also be considered.

Application Process:

All applicants are required to provide:

1. An up-to-date CV and Cover Letter detailing suitability for the job role advertised.
2. The name and contact details for two suitable references, at least one of which should be academic or vocational.

Please provide the above documents or contact the following for more information:

e: info@judetheatrecompany.co.uk

p: 07802723952

Company Office address at:

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