

**Job Title:** Community and Social Media Intern

**Company:** [64 Million Artists](#)

**Type:** Full-Time Internship for 10 Weeks. We are a [4-day week](#) company so we work 4 days a week at 100% pay. Put simply, you will get paid for 5 days but will work 4 days (around 32 hours a week).

**Start & Finish dates:** 5th December 2022 - 16th February 2023

**Salary:** London Living Wage - £11.95 per hour (£23,302 p/a pro rata)

**Reports to:** Community Coordinator

**Location:** UK-based. This can be a remote role if required. As a team, we tend to work from home, with one day a week in our London office. We cover our own travel expenses for this day a week. If you are required to travel for specific team days or events, we would cover your expenses.

**Working from home allowance:** Additional £100 per month and any home working equipment provided during the role

**Holiday:** Our company policy is 20 days pro rata and christmas closures. For this role, this equates to 4 days paid holiday plus Christmas closures (between Christmas and New Year). Time in lieu granted.

**Closing date:** Sunday 6th November 10pm

**Interviews:** w/c 14th November (online)



**The Role**

This role will be key in supporting the running of The January Challenge 2023. The January Challenge (TJC) is 64 Million Artists' flagship creative campaign - 31 days of quick, fun, and accessible creative prompts, designed to kickstart your year. 2023 will be the 10 year anniversary of TJC, and the biggest and best yet! Every day throughout January we share a creative prompt via email and on social media via Instagram, Twitter, Facebook. The challenges are also shared in downloadable resource packs for communities to utilise in their own way. As it's the 10th anniversary of TJC, there will be lots of fun events happening online and in-person throughout the month with our creative collaborators and community members.

This intern role will support the Community Coordinator with digital content; creating, scheduling and posting on social media platforms, engaging with the community online and sharing the creative responses to challenges received throughout the month. There will also be opportunities to co-facilitate online and in-person events; assisting participants with access needs and materials, along with general marketing and admin assistance.

**What might I be doing day-to-day?**

- Copy-writing, writing captions for social media posts
- Assisting in developing creative content
- Scheduling Social Media posts on Instagram, Twitter and Facebook
- Interacting with online community and driving engagement
- Developing new ideas to drive engagement and showcase the programme
- Monitoring Social Media: Twitter, Instagram, Facebook and Facebook group
- Assist in production of events and activations; using Eventbrite, pre-event and post admin, booking access requirements
- Assisting on evaluation of programme, distributing surveys, gathering feedback data
- Creating social media performance reports
- Joining and contributing to creative ideas sessions with the team

**Why should I join the team?**

- Receive mentoring and 1-2-1 support
- Develop your creative writing skills
- Develop communication and social media skills
- Learn more about accessible online sharing

- Gain experience in the community/ creative sector and an understanding of how a small social enterprise works
- Be part of a dynamic nation-wide creative campaign that engages over 50,000 people, with this year set to be the biggest one yet as part of our 10 year anniversary
- Enjoy being part of a creative, flexible and supportive team
- Work a 4-day week and prioritise your wellbeing

**We are looking for someone who is...**

- Enthusiastic and engaged
- Enjoys thinking creatively
- A good level of computer literacy especially with Google Drive
- Experienced in using social media and creating content
- Open with a willingness to learn
- Interested in community engagement and connection
- Interested in developing creative connections
- An advocate for diversity, equity and inclusion
- Personable and a strong team player
- Detail oriented

**About us**

At 64 Million Artists we believe that everyone is creative and that when we are creative we can make positive change in our lives and in the world around us.

Over the last 7 years we have mainly been working in 4 key areas:

- ***Creative Challenge Programmes & Resources***

We run free, UK-wide online programmes like [The January Challenge](#) and The Weekly Challenge to kickstart creativity and wellbeing. Over 50,000 participants took part in The January Challenge (TJC) 2022, either as individuals, or in school groups, youth and community groups, hospital settings, workplaces and families. 85% of those surveyed said TJC had a positive impact on their wellbeing. We also coordinate and run free packs and resources to inspire anyone who wants to run their own creative activities, share their work and be part of a supportive community.

- ***Spaces and Places for Creativity***

With our partners, we co-create programmes for positive change by activating everyone's creativity. Many of these are based in local communities. We've worked with Leicester Ageing Together on social isolation and creative ageing, YoungMinds on mental health, and Coventry 2021 on citizen-led culture. We've also worked with local authorities in Gateshead, Cumbria, Crewe, several London Boroughs, and Hull during their City of Culture year in 2017.

- ***Training & Development***

We facilitate culture change through creativity. Our bespoke support benefits clients such as King's College London, University of Edinburgh, Great Places Lakes and Dales, Culture 24, A New Direction and School for Social Entrepreneurs as well as other organisations seeking to diversify and democratise their public engagement practices.

Our aim is to embed creativity in new settings and leave a legacy by empowering connectors to then go on to train and develop others. We run public webinars for facilitators and community leaders wishing to develop their knowledge and skills working with groups, as well as co-creation and community leadership programmes.

- ***Policy & Research***

We collaborate with academic partners such as King's College London and UCL, and development agencies such as Arts Council England and Arts Council Wales to undertake research into key issues around everyday creativity. We have contributed to national policy in the area and are included in a range of broader research publications from organisations such as Baring Foundation, Culture Health and Wellbeing Alliance and the Centre for Cultural Value. This is an area of our work we are keen to grow and develop, and are working with our Research Associates [Tialt](#) to do this.

We are a team of 7 based across London and the South East and South West of England. We work predominantly remotely and deliver work across the UK. We are [values-led](#) and have a wide range of associates that help us deliver our work. The wellbeing of our team and associates is always central to the way that we work.

You will be paid London Living wage (currently £11.95 per hour) by equal monthly instalments on the 19th of the month. Your total pay over the 10 weeks is £4,481.25. We will deduct Income Tax and National Insurance and make these payments on your behalf. We tend to work 9.30am - 5.30pm Monday - Thursday remotely with one day a week in the London office, though we can discuss what works best for you. We will provide any home working equipment during the role.

### **How to Apply**

Please fill in the online [Application Form](#) and [Equal Opportunities Form](#) by **Sunday 6th November 10pm**. Please do not send CVs because we anonymise candidates and ask application questions to minimise unconscious bias in the process. Interviews will be held online on Zoom w/c 14th November 2022. Preferably you'd be able to start 5th December 2022.

We are trying to build a team reflective of a wide range of experiences, backgrounds and personalities to ensure the best possible team to support the organisation. We are actively encouraging applications from Men, People of Colour, d/Deaf and Disabled applicants, and those outside of London, as these are all growing areas of our network.

If you have any questions or just want to chat through the role or application process and if you would be helped by any reasonable adjustments to our process, please don't hesitate to contact Yashoda Rodgers on [yashoda@64millionartists.com](mailto:yashoda@64millionartists.com). We look forward to hearing from you!