

Events Student Intern
Events Team - Development Department
3 months from November
Up to 2 days per week

The Royal Academy of Arts is one of the UK's leading arts institutions, dedicated to the making, exhibiting and debating of art. The Events team organises a very busy programme throughout the year of over 200 fundraising, internal and corporate events.

We have an opportunity for a **student currently enrolled in a full or part time graduate or taught postgraduate degree in Events Management or similar** to gain first-hand experience of the process of planning and putting on events in an arts/not-for-profit environment.

The student, with the supervision of a Senior Events Manager, would be exposed to areas such as administration of events, assisting at front desk at events, creating invitations and guest lists, research for large events and attending meetings with the team.

The student will be enthusiastic and a pro-active team player. Events are a hectic environment and candidates should be effective under pressure and maintain a friendly and composed exterior. Good interpersonal and communication skills are a must and candidates should be fluent in English.

The RA will reimburse reasonable travel expenses within London to/from work up to £10 per day. Other benefits include free access to all RA Exhibitions and free entry to many exhibitions in major London galleries and museums, and a discount in the RA shops and restaurants.

If you would like to be considered for this opportunity, please send your CV with a covering letter outlining how you feel you meet the criteria, along with your availability, to recruitment@royalacademy.org.uk, with Events Volunteer in the subject line.

Closing date for applications: 24 October 2014