

Job Description**Content Assistant****Creative Arts Administration Development Scheme Internship**

Department/School: Performance Venues, Estates and Facilities Management

Contract type: Fixed term, Casual, Paid Internship

Advertising length (weeks): 3 weeks

Overview

This is a brand new role that reflects the growth and development of the Performance Venues team and the expanded events offer of its three venues. Working within the Marketing Team, this role focuses on creating exciting new content linked to events and other venue activity, and is part of a drive to bring our marketing operations up to date with current trends.

Main duties and responsibilities

- Create engaging content which can be posted across channels
- Take pictures and videos at selected concerts and post to social media platforms, and edit and upload student video footage
- Communicate with producers/touring companies/artists in order to organise the sharing of video footage for video creation
- Researching best practices in content creation and staying up to date with ever changing guidelines, sharing these with the team
- Ensure content aligns with brand guidelines
- Look at trending content which can be used to engage our online communities
- Maintain overview of other relevant social media activity in the city and interact accordingly
- Edit and produce pre-recorded 'full concert / performance' videos where required
- Support other marketing activity of the team where required
- Support live concerts and stewarding where required
- Any other duties delegated by more senior team members in support of the continuing operation of University of Sheffield Performance Venues.
- Carry out other duties, commensurate with the grade and remit of the post

Person Specification

Our diverse community of staff and students recognises the unique abilities, backgrounds, and beliefs of all. We foster a culture where everyone feels they belong and is respected. Even if your past experience doesn't match perfectly with this role's criteria, your contribution is valuable, and we encourage you to apply. Please ensure that you reference the application criteria in the application statement when you apply.

Essential criteria

- Good knowledge and passion for the arts (in particular live music, theatre & comedy)
- Experience with social media platforms (Twitter/X, Facebook, Instagram, TikTok)
- Confident in personally presenting content on social media
- Excellent written communication skills, ability to write succinctly and accurately
- Good attention to detail
- Computer literate, ability to use standard Office, Google and social media systems
- Excellent organisational skills with a flexible and can-do attitude and approach to work
- Ability to work effectively both independently and as part of a team
- Ability to follow health and safety processes, and willingness to work safely in a public facing environment.

Desirable criteria

- Experience with video editing software (useful but not essential - training will be provided)
- Experience with cameras, video camera and mobile devices for filming or recording content
- Ability to follow presentation and brand guidelines
- Experience with photo-editing and publishing software eg Canva, Adobe suite (desirable but not essential - training will be provided)

[All above criteria assessed in interview and application]

Further Information

Grade: 3.3

Salary: £12.83 an hour plus holiday pay

Work arrangement: Term-time, Part time, Casual - around 8 hours a week.

Duration: 29/09/25 - 15/05/25

Line manager: Music Programme Producer

Direct reports: Music Programme Producer, Marketing & Audience Development Officer

Our website: <https://performancevenues.group.shef.ac.uk/>

For informal enquiries about this job contact

Nick Potter, Music Programme Producer: on n.potter@sheffield.ac.uk or on **07864603487**

Next steps in the recruitment process

The deadline for applications is Thursday 12 June. It is anticipated that the selection process will take place on 19 June 2025. This will consist of an interview. We plan to let candidates know if they have progressed to the selection stage by Friday 13 June 2025. If you need any support, equipment or adjustments to enable you to participate in any element of the recruitment process you can contact Nick Potter on the details above.

Our vision and strategic plan

We are the University of Sheffield. This is our vision: sheffield.ac.uk/vision (opens in new window).

We are a Disability Confident Employer. If you have a disability and meet the essential criteria for this job you will be invited to take part in the next stage of the selection process.

Job Advert

Job Reference Number:	CAADS2025CA
Working Pattern: (applicable if fractional, specify days if a business requirement)	This is flexible work, with an average of 8 hours per week during semester, and around 12 weeks of work per semester. Due to the nature of the role, the candidate will be expected to do a mix of working hours, including 3 to 4 hours of evening and ad-hoc event work, including on weekends.
Closing Date:	12 June 2025 - 11.59pm Should no appropriate candidates be found, we will recruit for this position in October 2025

Are you a student or recent graduate who is keen to get essential experience in the creative industries? We are looking for a new post-holder on our yearly paid internship scheme, in the role of Content Assistant. In this position you will work with the Marketing and Audience Development Officer and Social Media Assistant to create exciting new content for our social media channels.

You will be an organised person who is interested in social media, digital content, and marketing. You will be confident in being a visible presence on a social media account, and are interested in how to promote a brand in this way. You will be creative and interested in filming and photography. We are looking for someone who is flexible and keen to learn new skills, but can also work independently.

The Creative Arts Administration Development Scheme (CAADS) fosters paid opportunities for student development of performing arts management and arts administration skills in a demanding, outward facing professional context.

These roles are open to current students, or graduates in the last year. You must have been a student of either the Faculty of Arts and Humanities or Social Sciences at the University of Sheffield.

Interns work as part of a highly skilled team, developing skills in a number of core performing arts management functional areas (marketing, operations, and artistic direction) across a range of projects and outputs. The scheme is a great way to build valuable CV points, and a

number of former participants have entered employment in arts organisations throughout the UK.

What previous participants have said about CAADS

“As Concerts Intern I learnt a great deal about what goes into the running of a successful concerts series. It was an invaluable experience that I enjoyed enormously and it ignited a passion within me to make music management my career.”

“During my time as an Intern I have been able to gain an insight into the organisation behind a successful concert series and work with and alongside music professionals. I have been given the opportunity to develop skills in tasks I previously had little experience with and this has increased my confidence a great deal. The internship has been a great platform on which I hope to build professional experience in the future.”

About Performance Venues

Performance Venues is the home of three events spaces at The University of Sheffield. Here, we curate a wide programme of live music and performance events to entertain as well as educate. Our events are presented in three iconic venues on the University campus - the Octagon, Firth Hall and the Drama Studio. Over the last year alone we have welcomed over 45,000 people through our doors.

The University of Sheffield is a remarkable place to work. Our people are at the heart of everything we do. Their diverse backgrounds, abilities and beliefs make Sheffield a world-class university.

We are committed to exploring flexible working opportunities which benefit the individual and University.

We build teams of people from different heritages and lifestyles from across the world, whose talent and contributions complement each other to greatest effect. We believe diversity in all its forms delivers greater impact through research, teaching and student experience.