



Royal African Society

Job Title: Royal African Society Events and Communications Intern

Reporting to: Events Programme Manager & Film Africa Producer

Salary: Voluntary role, travel and lunch expenses paid

Internship Length: w/c 11 September 2017 – 11 December 2017 (3 months)

Working Hours: 10.00 – 18.00, 2 days per week, plus evening hours where required

About the RAS

The Royal African Society is the UK's leading Africa-focused organization. We are independent, not for profit and seek to promote a better understanding of Africa and improved relationships between the UK and the continent. Based at SOAS at the University of London, RAS is a network that brings together all the Africa constituencies. We coordinate the Africa All Party Parliamentary Group (AAPPG) and publish African Affairs, the world's leading African Studies journal, in collaboration with Oxford University Press. We run African Arguments, an online political analysis blog, and What's on Africa, a listings website. We also organize two major annual cultural festivals, Africa Writes and Film Africa, and every year we host a high profile speaker for our Annual Lecture.

Royal African Society Events and Communications Intern

We are seeking an enthusiastic, responsible and motivated individual to support the work of the organization for 2 days per week for a period of 3 months. This internship will be working across the RAS programme areas of events, business and communications. The successful candidate will be based at the RAS offices (36 Gordon Square).

The RAS organizes over 50 events and meetings a year, many of them at SOAS, to promote discussion about Africa – its history, politics, culture, problems and potential. With leading Africans and expert Africanists as speakers, these meetings cover a wide variety of topics and formats, including panel discussions, talks and debates, round tables, book launches, conferences, as well as our annual cultural festivals and business programme events

Main duties and Responsibilities

1. **Events:** to assist the Events Coordinator and Business Programme Manager with the organisation and logistics of meetings and events.
2. **Communications:** to assist with general information emails sent to the RAS, as well as contribute to the overall RAS communications output, as stated below.
3. **Administration:** To assist the Office & Membership Managers with general administrative work, including photocopying, filing, envelope filling, typing correspondence, reports and any other administrative tasks, as requested.
4. **Professionalism / Confidentiality:** to maintain an organised and professional working environment, ensuring confidentiality at all times.

Events

Provide general administrative logistical support for RAS general and business events including set up, book sales, social media coverage, guest liaison, audio recording and evaluation.



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Film Africa

Provide general administrative and events support to the festival - ten days of African cinema in different venues across London.

Communications

Delivering RAS social media communication relating to events.

Assisting with the promotion of events through weekly newsletters on Mailchimp

Database entry and coordination using the Salesforce CRM system.

Software you will learn and use: Microsoft Office products (Word, Excel, Powerpoint) and online tools (Mailchimp, social media platforms, Salesforce)

Person specification

An energetic, organized and enthusiastic individual with the ability to work independently and as part of a small team, the successful applicant for the role will be a graduate with the following skills, experience and qualities:

- Good organizational skills
- Good communication and inter-personal skills
- Good knowledge of African issues and the international politics of Africa
- Ability to take initiative when required
- A keen eye for detail
- Experience of hospitality or customer service
- Knowledge of and enthusiasm for using social media

To Apply

Please send your CV with a covering letter outlining why you think you are suitable for this position to Caitlin Pearson at ras_events@soas.ac.uk by **Friday 18 August**.

The covering letter should not be more than 500 words long and should demonstrate with reference to the Person Specification your suitability for the job using examples of any relevant skills and experience.

Please include your availability and details of any work or study you are currently involved in. **Interviews will be held on Monday 4 September at 36 Gordon Square**, and the internship begins on the week commencing 11 September 2017. It will not be possible to write to you should you not be short-listed due to the high number of applications we receive.