Role: Events and Marketing Internship

Who we are:
The Rediscovery Centre is the National Centre for the Circular Economy in Ireland. Located in a bespoke demonstration eco-facility, we support four reuse social enterprises; Rediscover Furniture, Rediscover Fashion, Rediscover Paint and Rediscover Cycling. The products made in our social enterprises are sold in our unique Eco Store. The education team also offer workshops for primary, secondary, and third level students in environmental and STEM subjects.

About the Role:
The Rediscovery Centre has a dedicated marketing and events team that regularly host a wide range of events including conferences, workshops, meetings and exhibitions. These activities are supported by our onsite Café.
We are open to applications from interns for an events and marketing position in our events and marketing team. The role involves working on events to promote sustainability, social enterprise and the circular economy. Reporting to the Events & Marketing Coordinator, the Events & Marketing Intern will support these projects, including but not limited to:

- Supporting marketing campaigns for the centre
- Assisting with the management of events
- Developing content for social media and website
- General administration and preparing presentations
- Meeting and greeting visitors
- Creating graphics and videos for the Centre
- Working with several teams
- Commitment to the company’s ethical and environmental ethos
- Other marketing and PR activities relating to the centre

Role Requirements
- Proficient in graphic design software
- Studying in the field of marketing and events
- Strong oral and written communication skills and interpersonal skills
- Organised and ability to plan, multi-task and manage time effectively
- Keen eye for detail & positive attitude
- Knowledge of digital marketing and social media
- Open, friendly and approachable
- Ability to work independently, learn new skills and apply them within a workplace

Reporting to:
- Events and Marketing Coordinator

Place of work:
- Rediscovery Centre, Boiler House, Main St, Ballymun, Dublin 9

Rate of pay:
- €10.50 per hour

Hours of work:
- 35 hours per week over 5/7 days
Note for Applicants

Note: This summary is supplied for information only and does not constitute contractual terms.

This is a full time, fixed term contract for 6 months. The contract may be extended based at employer’s discretion.

The Application Process

Application in the form of a CV and covering letter illustrating how your skills and experience meet the requirements of the position should be emailed to rdcadmin@rediscoverycentre.ie marked for the attention of Grainne Lambert, Events and Marketing Coordinator. The covering letter should be a maximum of 1 page.

Based on the information contained in the CV and cover letter, the interview committee will select candidates for interview. Shortlisting and interview decisions will be based on the committee’s assessment of candidates’ qualifications, experience and skills in the area’s highlighted above.

All applications will be treated in the strictest confidence. References will be sought for candidates who come under serious consideration for the post with the prior agreement of candidates.

A panel of successful candidates will be formed as a result of the interview process which will remain in place for 12 months and from which future vacancies will be filled.

Queries or further clarification can be directed to rdcadmin@rediscoverycentre.ie.