



EXHIBITION DEVELOPMENT and EVENTS SUPPORT INTERNSHIP

Summer 2024

Action Village India

Action Village India (AVI) is a small, UK-based charity that fundraises for Indian NGO partners to deliver programmes that will best assist the poorest and most marginalized sections of communities in rural India. AVI supports campaigns for social justice and equality on Gandhian principles of nonviolence.

You will be working hand-in-hand with a small and very agile team in the London office and as such the internship will be a fantastic opportunity to ground yourself in the basics of charity day-to-day administration, communication and event fundraising.

Working Information:

Location: London – Dalston Junction

Hours: 2 days per week plus attendance at WOMAD Festival 24-29th July 2024

Duration: 8-10 weeks. Internship to start early June (negotiable) and ending in the first week of August.

Starting date: 5th June 2024

Job Purpose:

This internship will focus on developing an exhibition for WOMAD festival that highlights the work on Action Village India, and support the team during the weekend of WOMAD festival.

The biggest fundraising event we hold every year is Madras Café, held at Womad Festival at the end of July. Madras Café began its life as a Chai and leaflet stall over 30 years ago to help educate people about Action Village India and the difficulties people in rural India faced; today it is an established festival institution serving delicious Indian food to over 4000 people over three days. The Action Village India team holds a stall in the Madras Café tent selling ethical products made in India, showcasing our exhibition, and informing people about Action Village India. In the run up to the festival you will work on the development of the exhibition. During the festival you will be working with the Events Intern and staff to ensure a successful running of the stall and the exhibition. You will need to be available in the set up and weekend of the festival – 24-29th July 2024.

Main duties and responsibilities:

1. WOMAD Exhibition Support

- Attend meetings on the planning of the exhibition
- Research into the theme of the exhibition
- Support with preparing, designing, creating and installing the exhibition

2. Event Management

- Support with event management as and when required
- Work with AVI staff, trustees and volunteers at Womad Festival 24-29th July 2024

3. Office Support

- Helping with the day to day running of the office, including communication with enquirers and supporters and the online gift shop
- Assisting with the production and printing of leaflets, appeals and fundraising materials
- Assisting with the distribution of mailings; appeals, newsletter and membership
- Creating content for various social media platforms

4. General Responsibilities

- Abide by organisational policies, codes of conduct and practices
- Support and promote diversity and equality of opportunity in the workplace
- Keep confidential any personal, private, or sensitive information
- Any other duties commensurate with the accountabilities of the post
- Get involved and pitch in where help is needed

Person Specification

- Excellent communication skills face to face, on the phone and by email.
- Ability to work alone and use own initiative to develop systems, deal with practical situations as they arise
- IT skills and experience at a level that support email, database, social media and use of spreadsheets and graphic design skills such as for our newsletters (desirable)
- Ability to stay focused and efficient in the face of changing priorities, and to deliver work in a timely manner
- Commitment to the values and ethos of AVI
- Ability to work well in a team with a flexible approach
- An ability to apply awareness of diversity issues to all areas of work.
- Keen interest in international development, events and fundraising
- Proactive, creative and enthusiastic
- Desire to learn, develop and advance personal career prospects
- Knowledge of rural development in India (desirable)

Terms of Internship:

This is a voluntary position. Action Village India will cover travel expenses (from within London) to the office in Dalston and lunch costs for days worked in the office (up to £10 a day – if travel costs are higher, this can be discussed). All expenses must be itemised, and receipts provided. The cost of your Womad ticket and travel will be covered.

Accessibility:

We would like to offer our sincere regrets that due to the location of our office this position isn't suitable for anyone with additional accessibility needs. The Action Village India is on the second floor with a narrow staircase and no lift. If this situation changes in the future, we will update the information to our vacancies.

If you have accessibility requirements and are still interested in an internship with Action Village India please get in touch for a chat. We are open to discussing a full Work From Home internship if at all possible.