



BRITISH ACADEMY OF FILM AND TELEVISION ARTS

BAFTA is looking for a talented intern to join its busy Partnerships and Fundraising Department.

Job Title: Fundraising Intern

Reporting to: Fundraising Manager

Job Location: London

Contract type: Full-time, Six-month contract

Start Date: ASAP

Salary: £21,500 pro-rata

Application details: To apply, please click [here](#) to apply no later than **Monday 6 December**.

About BAFTA:

BAFTA is a leading global charitable institution focused on championing creativity, opportunity and social change for all through the transformative power of film, games and television.

BAFTA's Vision is:

'Bringing the transformative power of Film, Games and Television to everyone'

BAFTA's aims are: to champion the art and the craft, champion talent and champion the industry environment by:

- Identifying and celebrating industry practice deemed exceptional by peer review, thereby elevating the art and craft of film, games and TV
- Providing talent with recognition, inspiration, access and long term support, in particular those under-represented and underprivileged in society
- Enabling a positive and inclusive environment, for an accessible, sustainable and connected industry

Job Purpose:

We are looking for an organised, energetic and enthusiastic intern to join our busy Partnerships and Fundraising department. The main purpose of the role will be to support the fundraising team in delivering the biennial BAFTA Fundraising Gala in March 2022. This is BAFTA's biggest fundraising event and raises vital funds for BAFTA's year-round charitable initiatives and programmes.

The internship is a great opportunity to gain hands-on experience of BAFTA's work and to learn how a large fundraising Gala is produced. You will support the fundraising team in day-to-day administrative duties for both the Gala and the team's wider fundraising remit during this busy and exciting period.

Key responsibilities:

- Provide wide-ranging administrative support including data entry, dealing with tickets and answering guests' enquiries on email and the telephone
- Coordinate the mailing of invitations and assist with the management of the guest list
- Participate in event planning meetings as required



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- Assist with the sourcing and administration of auction prizes
- Assist with creating content for printed Gala materials such as the Gala brochure and providing proof reading support
- Prepare and ensure event materials are available to all staff at the event i.e. name tags, run sheet
- Help at the event in March 2022 – assisting on the door, bid-spotting
- Assist with follow-up work after the Gala, including organising the successful delivery of auction prizes
- Provide general administrative support to the whole fundraising team, including for additional events
- Any other duties as required by the Fundraising manager/wider team

Ideally you will have:

- Excellent organisation skills
- Excellent written and verbal and communication skills
- Excellent interpersonal skills and confidence in liaising with BAFTA donors and supporters
- Strong research and analytical skills
- Strong IT skills including Microsoft Office

Ideally you will be:

- Proactive and self-motivated
- Able to work independently and as part of a team
- Able to work to tight deadlines, with the flexibility to adapt to changing priorities
- Able to stay calm and remain positive under pressure
- Interested in the moving image (film, television and games), with a passion for learning more about the charitable sector and fundraising in particular

How to Apply

Please submit a cover letter which in no more than 500 words explains why you think you are suitable for this position, what skills you have to be successful in this role. Please also include a current CV.

Suitable candidates will be contacted following the closing date with interviews taking place very soon afterwards.

Diversity & Inclusion

Our aim is for our staff to be a diverse mix of talented people who want to come and do their best work. BAFTA is committed to increasing diversity, and maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability.