

## Administration Internships

1. [Arts administration Intern](#) (2 positions) – Estimated start in August - *Position code: ADM01*
2. [Volunteers Intern](#) (2 positions) – Estimated start in August - *Position code: ADM02*

### About us:

Each September Brisbane Festival unites the city in a celebratory fusion of culture with a thrilling program of theatre, music, dance, circus, opera and major public events such as Sunsuper Riverfire. A \$16 million premier international event, Brisbane Festival is the biggest event of its kind in Queensland with over a million people coming together to join the festivities. With a core staff of approximately 15 and a Board of 10 Directors, Brisbane Festival builds to a peak in September with 80+ staff, 150+ contractors, 350+ volunteers, and 1500+ artists.

### About Brisbane Festival Internship Program:

The Brisbane Festival Internship Program is a unique educational experience for applicants seeking insight into the operations of a large-scale, international, multi-disciplinary arts festival.

The Program is volunteer-based and offers roles across key Festival areas that are engaging, educational and designed to further an intern's skill set and professional network, resulting in improved employability.

You will find yourself in an exciting and energetic environment amongst a team of world-class producers, artists and professional colleagues working to deliver Queensland's premier cultural event.

### 1. Arts Administration Intern (2 positions)

*Position code: ADM01*

This role will expose successful applicants to all aspects of working in a festival environment. The Administration Intern will assist in delivering a major international arts festival to a large-scale audience, with a focus on administration, VIP ticketing and organisational management.

*Duties will include:*

- Record and respond to guest ticketing enquiries
- Data entry and database maintenance
- Assist in special event delivery
- Assist in developing and maintaining an efficient workplace
- Assist with the performance of general administrative functions, including data entry, mail outs, online research, printing, photocopying, binding and other tasks as reasonably requested

*Selection Criteria:*

#### Essential

- High level of written, oral and interpersonal communication skills
- Good time management and organisational skills
- Ability to work in a team
- Ability to work under pressure
- Ability to work autonomously and with direction
- Computer literacy and maintaining databases
- Basic IT skills and internet knowledge

Desirable

- Interest in an event or festival environment

**Approximate Placement Start Date:** 15/07/2019

**Approximate Placement End Date:** 04/10/2019

**2. Volunteers Intern (2 positions)**

*Position code: ADM02*

The Brisbane Festival program is delivered with the assistance of hundreds of volunteers. This role will expose successful applicants to all aspects of managing a large volunteering program in a festival environment.

*Duties will include:*

- Assisting the Volunteers Coordinator in recruiting, inducting and training volunteers
- Maintaining an accurate database of volunteer contacts and activities
- Regular communication with volunteers
- Assisting on-site with managing and leading volunteers across multiple arts events throughout the Festival
- Representing the Festival to volunteers in online communication and in-person

*Selection Criteria:*

Essential

- An interest in volunteerism and its benefits
- Effective written, oral and interpersonal communication skills, including confidence when communicating with groups
- Basic data management skills, or an interest in learning these skills
- Ability to work under pressure in a rapidly changing work environment
- Intermediate IT skills and computer literacy

Desirable

- Interest in working in a festival environment

**Approximate Placement Start Date:** 15/07/2019

**Approximate Placement End Date:** 04/10/2019

**Applications close 12 noon, Monday 10 June 2019.**

## HOW TO APPLY

Please apply by email only. One email for position you would like to apply for.

Address your application to: **interns@brisbanefestival.com.au** including role title you are applying for and position code in the email subject. E.g. **Marketing Intern – MKTIM.**

Please provide your résumé including a statement of up to 200 words indicating **your motivations for seeking an internship in the arts sector** and **why it is important for you to intern at Brisbane Festival.**

A cover letter is optional.

All applications are strictly confidential.

**Brisbane Festival is an equal opportunity employer. Our vision is to have a team which reflects the breadth and diversity of Brisbane's population. We particularly encourage Aboriginal and Torres Strait Islander people to apply.**

## Privacy

The following is extracted from our Privacy Policy. If you wish to view the entire policy, please request a copy via the email address above.

### 3.3 Information for job applicants (including volunteers)

#### 3.3.1 collection of your personal information

If you are applying for a job with us, you may be required to provide us with certain personal information, including your:

- Name
- Residential address
- Postal address
- Telephone numbers
- Email address
- Employment history
- Educational background

in person, over the telephone, by fax or email, as part of, or in relation to, your job application.

In considering your information, we may also collect information about you from the referees you nominate in your application.

#### 3.3.2 Use of your personal information

We will only use your personal information for the purposes of considering your application and, if successful, your employment.

#### 3.3.3 Disclosure of personal information

In considering your application, it may be necessary for us to disclose some of your personal information to third parties in order to verify the accuracy of that information. We will disclose only such information as is necessary in the circumstances.