



Corporate Events and Functions Intern

1. [Corporate Events and Functions Intern](#) (1 position) – Estimated start in August - *Position code: DEVFI*

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 one 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. Corporate Events and Functions Intern (1 position)

Position code: DEVFI

The Hospitality and Functions Intern will assist with the coordination and administration of sponsor related functions and events. The role will also involve duties to support the Development team including post-Festival reporting for Festival partners (collating images, media figures and delivery of benefits for hospitality partners).

Duties will include:

- Assist in the production of a range of sponsor functions, including the Brisbane Festival Partner Family Day
- Communicate with suppliers and venues as required
- Assist with the production of invitations as required for sponsor functions
- Ensure that all sponsor benefits associated with Partner Family Day are delivered
- Assist in the set up and running of functions on the day
- Assist with Partner acquittals and collating material for hospitality Partners of Brisbane Festival 2018
- Other Business Development and Events tasks as reasonably requested

Selection Criteria:

Essential

- Demonstrated function and project management skills
- Impeccable time management skills
- Demonstrated ability to work well with a broad range of people
- Strong writing and communication skills
- High level of personal presentation and attention to detail

Desirable

- Demonstrated use of a database system, or capacity to quickly obtain these skills
- Experience in an event or festival environment

Approximate Placement Start Date: 05/08/2019

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.