

## Logistics Internships

1. [Logistics Intern](#) (1 position) – Est. start in late July - *Position code: LOG01*

### 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. Logistics Intern (1 position)

This position will expose the successful applicant to aspects of logistics within an arts festival environment. This role will assist the Logistics Department in the lead up and delivery of the Festival. The role will work closely with the Logistics Administrator and the Resources Coordinator across many areas of the Festival, including coordination and delivery of accommodation, catering, green room supplies, flowers, and back stage equipment. This is a role that interacts with all areas of the Festival and provides a view to back-of-house arts management.

#### *Specific duties include:*

- Technical research into equipment, technologies, hire costs, operational standards
- Assisting the Logistics team to produce the schedules for resources and logistics
- Working closely with the Logistics Administrator to support the department administratively
- Preparation of materials for distribution to sites
- On the ground coordination of transfers for multiple events
- Assist Logistics team with the smooth coordination of multiple productions across the festival

#### *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 basic IT skills

## Desirable

- Ability to use and manage databases
- Interest in the arts and working in a festival environment

**Approximate Placement Start Date:** 29 July 2019

**Approximate Placement End Date:** 04 October 2019

**Applications close 12 pm, 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. **Program Intern – PROG01**

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.