

Marketing Internships

1. [Marketing Intern](#) (2 positions) – Estimated start in July and August - *Position code: MKT01*
2. [Ticketing Intern](#) (2 positions) – Estimated start in August - *Position code: MKT02*

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. Marketing Intern (2 positions)

Position code: MKT01

This role will expose the successful applicant to all aspects of marketing a major international arts festival.

Duties will include:

- Supporting the marketing team to implement the 2019 marketing plan
- Assisting with the distribution of the Festival printed program and other collateral
- Assisting with direct marketing campaigns and projects
- Assisting and supporting with briefing content and assets
- Assisting with writing and distributing the internal eDM
- Assisting with basic image resizing using Adobe Photoshop
- Administration assistance and support for the marketing team, including data entry
- Other duties as reasonably requested

Selection Criteria:

Essential

- Studying a tertiary degree in marketing, communications, advertising, event management and/or arts
- A basic understanding of marketing theory, planning and principles
- Ability to manage multiple deadlines in a fast-paced environment
- Attention to detail, writing and proof reading skills
- Outgoing personality with the ability to take initiative
- Experience with Microsoft Excel and Outlook
- Interest in the arts
- Interest in marketing and/or events marketing

Desirable

- Experience with social media
- Experience with the Adobe design suite (in particular Photoshop)
- Experience with content creation
- Demonstrated use of a database system, or the capacity to quickly obtain these skills
- Experience in an event or festival environment

Approximate Placement Start Date: 08/07/2019

Approximate Placement End Date: 04/10/2019

2. Ticketing Intern (2 positions)

Position code: MKT02

Ticketing is an essential part of most large events. Brisbane Festival processes tens of thousands of tickets during the festival period and this role will expose an intern to all aspects of ticket coordination for a large, international arts festival.

Specific duties include:

- Assisting the Ticketing Manager with seating plans, including for opening nights and VIP events
- Assisting with management of ticket quotas, sales and associated data management
- Processing and collating tickets for events held during the Festival
- Assisting with post-performance reports relating to ticketing and attendance
- Data entry
- Other tasks as reasonably requested

Selection Criteria:

Essential

- Effective written, oral and interpersonal communication skills
- 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

- An interest in working in a ticketing environment
- Demonstrated use of a database system, or the 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 – MKT01**

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.