

Programming Internships

1. [Program Intern](#) (5 positions) – Est. start in early July - *Position code: PROG02*

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. Program Intern – Festival Period (5 positions)

Position code: PROG02

The programming department has a number of internship positions available across teams, working with the Program Administrator and the Festival Producers in the planning & delivery of a major Festival program - from intimate independent art to large scale outdoor concerts and events, across genres from music, cabaret, theatre, circus, dance, and comedy. The positions are flexible and will be tailored to suit the successful applicants, and may include all aspects of managing a Festival program, such as:

- Providing general support to programming department and administration duties
- Assisting with the planning and delivery of productions, functions, and special events – including liaising with artists, venues, Technical Production, Logistics, and Front of House Management
- Working with the programming team to develop and manage event production schedules
- Assisting with scheduling the Indigenous Advisory Group's calendar of events for the festivals
- Assisting with complimentary ticketing administration
- Filing and tracking production licensing progress

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: 01/07/19

Approximate Placement End Date: 04/10/19

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.