

BRISBANE FESTIVAL

Philanthropy Administration Intern

About us

Queensland's premier arts festival, Brisbane Festival heralds the promise of play and celebration as it lights up the city each September in a blaze of pink.

We create extraordinary art, taking up residence throughout the river city, atop iconic landmarks and deep into the suburbs. We host captivating live performances and installations from home and across the world. Our Festival reflects the diverse communities that give Brisbane its unique voice. We invite audiences to expect art unexpected with open hearts and minds; to be entertained, inspired and amazed.

Our artists, people and partners are ambitious and agile dreamers who make the impossible possible through passion, hard work and care.

About our Internship Program

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

Philanthropy Intern - Position Summary

This role will expose successful applicants to all aspects of working in a festival environment. The Philanthropy Intern will assist in delivering a major international arts festival to a large-scale audience, with a focus on philanthropy administration, donations processing, VIP ticketing and special events.

Reporting

Reports to: Philanthropy Administrator

Communication

In respect to internal and external relations the Marketing Intern will:

- Liaise with the Philanthropy Administrator, Philanthropy Coordinator, Head of Philanthropy, and other staff members of to deliver internship duties.

Duties

The internship position may include tasks such as:

- Assisting with the performance of general administrative functions, including data entry and database maintenance, mail outs, online research, printing, photocopying, binding and other tasks as reasonably requested.

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- Assisting in developing and maintaining an efficient workplace
- Assisting in special event delivery
- Recording and responding to guest ticketing enquiries
- Liaising internally and externally to provide an efficient VIP ticketing service to Brisbane Festival donors
- Providing administrative support to the Philanthropy team as part of the CEO's Department.

Systems

- Utilise the organisation-wide systems in accordance with policies and procedures provided.

WHS

- Take an active role in effectively implementing Brisbane Festival's WHS policy.

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
- Willingness and enthusiasm to undertake basic administrative tasks, including data entry, and assist the Philanthropy team wherever required
- IT skills and internet knowledge

Desirable

- Interest in an arts, event, or festival environment

Key Dates

- Approximate Placement Start Date: Early August 2022
- Approximate Placement End Date: Friday 30 September 2022
- Approximate Placement Hours: 100 hours

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HOW TO APPLY

Please apply via our [online application form](#) only. Address your application to Jenny Usher. For enquiries contact Kaya Tominaga, Business and Production Administration Assistant on interns@brisbanefestival.com.au or 07 3833 5404.

Please provide your CV including at least two referees, as well as a statement indicating how you meet the selection criteria listed. A cover letter is optional.

All applications are strictly confidential.

Brisbane Festival is an equal opportunity employer committed to diversity in the workplace. Our vision is to have a team which reflects the breadth and diversity of Brisbane's population. Aboriginal and Torres Strait Islander People, LGBTQIA+, culturally and linguistically diverse applicants and people with a disability are encouraged to apply.

APPLICATIONS CLOSE 12PM, Wednesday 10 AUGUST.

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 1 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.