

SYDNEY FESTIVAL

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SYDNEY FESTIVAL 2018 PROGRAMMING INTERN POSITION

Sydney Festival is Australia's pre-eminent annual arts festival. Over a three-week period each January, Sydney Festival celebrates the very best of performing and visual arts with a broad range of dance, theatre, music and exhibitions from Australia and around the world.

Sydney Festival's Programming Department is looking for a passionate and committed individual with a keen interest in theatre and arts management. This opportunity is available to tertiary students only as part of ongoing studies during the timeframe of the internship.

DATES: 23 October 2017 – Friday 2 February 2018 (Full Time)

NOTE: It may be possible to negotiate a later start date for the right candidate and allowances can be made for exams or study requirements.

The Programming Intern position is primarily an administrative role that would suit a student interested in company management, producing and project management, where you will be given the opportunity to assist the Programming Administrator. The position also provides general assistance to the Programming Associate, Program Manager, Producer Major Outdoor Events, and Programming Department as a whole.

Experience will be gained through assisting with the following:

- data entry
- management of ground transport for artists
- compilation of artist information packs
- preparation of artist gifts
- liaison with artists and companies participating in the Festival
- artist logistics and scheduling
- logistics for a range of theatre works
- logistics for large public installations

Requirements:

- Good people skills
- Proficiency in Microsoft Office and Excel
- Enthusiasm for and a working knowledge of the performing arts industry
- A driver's license will be viewed favourably

To apply for the position please email courtney.lewis@sydneyfestival.org.au with 'Programming Internship' in the subject header. Please include a copy of your CV and a cover letter, along with details about your study area and work experience. Selected applicants will be required to undertake an interview.

Applications close at 6pm on the 3 September 2017.