

SYDNEY FESTIVAL 2019

PUBLICITY INTERN

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. Our publicity department is looking for web-savvy, passionate and committed students to come on board as interns.

Internships:

October 2018 – January 2019 (negotiable dates)

These internships are fun, fulfilling, creative and an invaluable opportunity for marketing and communications students to get hands-on experience in one of Australia's leading arts organisations. The internships are unpaid positions.

The position offers an opportunity to participate in Sydney Festival's small but dynamic publicity team, responsible for the ongoing publicity of the Festival program as well as of the Festival brand and profile both on a national and international level. This is achieved through an overarching integrated media campaign as well as targeted campaigns for individual events, productions and strands.

1. PURPOSE OF POSITION

The Publicity Intern provides administrative support to the Festival's publicity team, working with them to increase the profile and exposure of the Festival and program.

Responsibilities include:

- Researching shows and artists in the 2019 program
- Update and maintain the media contacts database
- Collate and distribute publicity press clippings
- Order and upload Festival imagery
- Contributing to regular department meetings and brainstorming
- Attend and aid the team during Festival events, such as media calls, launches and Festival shows (when appropriate)
- Pitching opportunities to niche media segments (when appropriate)
- Draft writing of publicity materials (when appropriate)

2. ORGANISATIONAL RELATIONSHIPS

Position titles of supervisors

Communications Manager

Publicist(s)

Publicity Coordinator

3. TIMEFRAME

Internships are available 2-3 days per week from end of October 2018 to end of January 2019.
(Days to be negotiated pending availability)

4. SKILLS AND EXPERIENCE

Skills

- Proficiency in the Microsoft Office Suite, specifically Outlook, Word and Excel
- Enthusiasm and a basic knowledge of the performing arts industry
- Willingness to learn new skills and show initiative with new projects
- Strong writing skills
- Strong proof-reading skills and attention to detail
- Strong inter-personal skills
- Ability to multi-task and work within deadlines
- Ability to think creatively and show initiative
- Reliability and commitment to the full internship duration

Requirements

Interns must be currently enrolled in a university course that requires a work placement for course credit

Personal Attributes

We are looking for students with a high standard of attention to detail, excellent time management skills and strong communication & organisational skills.

Benefits of the role for the intern

- Opportunity to gain experience in PR, media and digital communications
- Learning and developing administrative skills in the workplace
- Improving written and oral communication skills
- Gaining valuable experience in PR through a support role
- Opportunity to build team work skills
- Developing and building relationships with internal and external stakeholders
- Increasing critical thinking and collaboration skills in the workforce
- Gaining invaluable experience and building contacts network in a leading arts organisation
- Exposure to a wide range of situations and people across the organisation and its suppliers

To apply for an internship position please send your CV and a cover letter to marketing.jobs@sydneyfestival.org.au.