

POSITION DESCRIPTION

POSITION TITLE	Commercial Program Administration Intern
BUSINESS UNIT	Commercial Team
REPORTS TO	Commercial Director
STAFF REPORTING TO	Nil
START DATE	Dec 2017
END DATE	2-month placement
REQUIREMENT	2 days a week

PURPOSE

Carriageworks is recognised as Australia's fastest growing cultural precinct. Over the last 5 years our audiences have doubled each year and in 2016 over 1.1 million people engaged with Carriageworks programs. In 2017 Carriageworks presented over 54 projects that supported over 850 Australian and international artists.

CARRIAGEWORKS – COMMERCIAL PROGRAM

Carriageworks, in partnership with its commercial clients, has re-defined what contemporary events in Australia are and how they are experienced. We work with ambitious companies to provide unique and distinctive experiences within Australia's most renowned industrial heritage building. The Commercial Program focus is on creative and corporate industries with partners across fashion, design, media and technology, automotive and financial services. These companies are looking to Carriageworks as the place to showcase new developments, entrepreneurial ideas and innovation.

CARRIAGEWORKS - MAJOR EVENTS PROGRAM

Carriageworks has established a national and international reputation for presenting high quality major events that provide immersive experiences for audiences. The Major Events Program at Carriageworks has led to a significant growth in profile, audience expansion and revenue generation. Key major event partners include IMG International to present Mercedes Benz Fashion Week Australia; Art Fairs Australia to establish Australia's first international contemporary art fair, Sydney Contemporary. Each year Carriageworks presents major Sydney events including; Sydney Festival, Vivid Sydney and for the first time in 2018 Sydney Writers Festival which will add a major new event to the Program bringing an additional 50,000 people to Carriageworks annually.

Carriageworks takes a strategic and collaborative approach to the ongoing development of Commercial and Major Events Programs including;

- A curatorial approach to the development of commercial and major event partners to ensure that it enhances and contributes to Carriageworks as a Cultural Precinct that reflects contemporary Sydney
- A focus on providing exemplary levels of customer service to ensure that commercial partners achieve high level returns for their clients and stakeholders
- Developing long term relationships between commercial clients, major event partners and their audiences.

CARRIAGEWORKS

KEY RESPONSIBILITIES

- Answering and directing communications via phone and email
- Assistance of event enquiries via phone, email and web based enquiries
- Data entry – event system software
- Writing and distribution of meeting minutes
- Observe and follow all Work, Health, and Safety regulations and safe working practices

SELECTION CRITERIA

- Ability to multitask and coordinate administrative responsibilities and competing deadlines
- Familiarity with the online environment and electronic communication mediums
- Familiarity with Carriageworks and its position within the local and national arts sector
- Computer literacy skills in Microsoft Office, and internet/email correspondence

PERSONAL ATTRIBUTES

- Ability to interact, liaise and communicate effectively and easily with a broad range of internal people in a professional and ethical manner
- A positive and enthusiastic attitude with a commitment to the arts
- High level organisational, planning, time management and problem solving skills
- High level attention to detail
- High level presentation and interpersonal skills
- Ability to cope with high pressure situations and competing deadlines
- Patient, amiable and good humoured

APPLY

Applications addressing the Selection Criteria should be emailed to info@carriageworks.com.au with the internship position title in the subject heading. Carriageworks supports workplace diversity and is an equal opportunity employer. Please note, this is an unpaid position.

Applications close 5pm Friday 8 December 2017.