

POSITION DESCRIPTION

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| POSITION TITLE | Program Intern, Food |
| BUSINESS UNIT | Program Team, Food |
| REPORTS TO | Producer, Food Events |
| STAFF REPORTING TO | Nil |
| START DATE | Dec 2017 |
| END DATE | 3 month placement |
| REQUIREMENT | 1 day a week |

PURPOSE

Carriageworks is Australia's leading contemporary cultural precinct. A place of diversity, collaboration and cultural relevance. Through the delivery of a contemporary multi-arts and major events program Carriageworks audiences will reach 2 million per annum by 2021. Carriageworks is recognised nationally and internationally for its strong investment in commissioning and presenting contemporary work in partnership with artists and the delivery of major events that provide high quality immersive cultural experiences for our diverse audiences.

The Food Program Internship will help to deliver distinctive contemporary food events at the Carriageworks precinct along with helping to coordinate the Carriageworks Farmers Markets, which is recognised as Australia's leading Farmers Market. The Food Program Assistant will also help the Food Producer deliver the upcoming Summer Night Market curated by Kylie Kwong along with helping to deliver an exciting new program of chef demos and masterclasses. The Food Program Internship will also have the opportunity to work with Creative Director and Chef, Mike McEneaney and the team on the wider Food Event Strategy that will establish opportunities for audiences to have sustained engagement with chefs and food producers.

The Food Program Internship will collaborate with the Carriageworks Team to develop and expand existing food programs and entrepreneur new food events that support industry development, generate revenue and create new audience experiences.

KEY RESPONSIBILITIES

- Assist in the operations and development of the Carriageworks food program and Farmers Market in collaboration with the Carriageworks Farmers Market Producer
- Coordinate the daily activities of the Farmers Markets and Food events, including business management, logistics and operations
- Develop and maintain a positive and professional relationship with stallholders and event participants
- Assess and maintain the principles of the Farmers Market Charter with particular attention to authenticity and product quality
- Help to respond to stallholder enquiries about market operations
- Help to respond to stallholder contact for incoming communication, day to day enquiries and customer service for the Farmers Market and Food events
- Assist the Producer in the delivery of the Carriageworks masterclass and workshop program - Coordination and delivery of the Carriageworks Night Market Program
- Assist the Producer in the delivery of the Carriageworks Christmas market logistics and organisation
- Ensure that the organisational values of excellence, collaboration and respect are met and encouraging and supporting these values within the Carriageworks team

CARRIAGEWORKS

- Work with an awareness of and a commitment to all Workplace Health and Safety policies, procedures and work practices
- Other requested duties as required

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.