

POSITION DESCRIPTION

POSITION TITLE	Program Intern
BUSINESS UNIT	Program Team
REPORTS TO	Director – Programming
STAFF REPORTING TO	Nil
START DATE	Dec 2017
END DATE	3 month placement
REQUIREMENT	1 day a week

PURPOSE

Carriageworks is the largest and most significant contemporary multi-arts centre of its kind in Australia. The Carriageworks Program is ambitious, risk taking and provides significant support to leading Australian and international artists through commissioning and presenting contemporary work. The program is artist-led and emerges from Carriageworks' commitment to reflecting social and cultural diversity. It is the programming team plays a significant part in ensuring each and every programmed event is delivered with an acute attention to detail and with our artist's priority at heart. This is an excellent opportunity to connect with other like-minded arts and culture enthusiasts. You will receive first hand training from curators and staff about the exhibitions and performances and get behind-the-scenes experience with Carriageworks itself.

KEY RESPONSIBILITIES

- Support Carriageworks in the delivery of artist agreements
- Assistance of all enquiries via phone, email and face-to-face with artists in the lead up to an event
- Assist in the production development of an artist's new work or touring work
- Assist Carriageworks Producers across the stages throughout the delivery of an event
- 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

CARRIAGEWORKS

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.