

Design Intern

ROLE DESCRIPTION

TITLE	Design Intern
HOURS	Flexible (1-2 days per week, June to September)
SALARY	Nil
REPORTS TO	Head of Production
KEY RELATIONSHIPS	Content and Engagement Team Technical Crew Festival Volunteers
DIRECT REPORTS	Nil

INTERNSHIP AT UPLIT

A 2017 Internship with UPLIT provides opportunities for young professionals, graduates or established professionals in career transition to experience a professional work environment in the not-for-profit arts and culture sector. The program has been designed to help you move your career forward with confidence and transferrable experience. You will be provided with frequent feedback, structured projects and post internship evaluation. UPLIT interns benefit from access to our professional support, valuable expertise and a network for future employment opportunities.

ROLE OBJECTIVE

A role exists for a talented individual with a passion for creating and building set designs to a specific theme to work with UPLIT's Content and Engagement team to develop the stage dressings and sets for the 2017 Brisbane Writers Festival.

KEY RESPONSIBILITIES

Design and production

- Support the Head of Production to devise staging and sets for the full program of talks at the Festival for multiple venues;
- Working within a budget, provide support by creating costings and delivery plans for set and staging requirements;
- Support the Head of Production to implement set and staging plans on Festival site;
- Work with the Technical crew during the Festival to ensure that staging remains intact and 'on-theme' throughout the Festival week.

Other

- Attend meetings, receptions and events as an UPLIT representative as required;
- Adhere to and demonstrate UPLIT's brand values and code of conduct.

ANTICIPATED LEARNING OUTCOMES

- Proven experience working in a professional office environment;
- Experience responding to and developing skills as an event liaison;
- End to end experience assisting a team to manage and deliver the practical elements of a Festival;
- Understanding key dependencies within an organisation and working to team deadlines.

Selection Criteria

Key characteristics

- Creative thinker with a desire to communicate in innovative ways;
- Desire to work creatively in a team;
- Strong work ethic and ability to work under pressure and take direction;
- Willingness to learn from and support a highly skilled and dedicated team across all UPLIT activity;
- Belief in the agency of literature to transform communities and individuals.

Attributes

- Undertaking higher education in the areas of interior design or visual arts and/or previous qualification to a degree level;
- Strong written and verbal communication skills;
- IT proficiency (UPLIT works with various online systems including MS Office, Office365 and online databases and record keeping systems).

Desired: Experience working in a theatre or with live staged events or installations.

Application Process

To apply for this role, please email the following to the General Manager, Tanya Reason - tanya.reason@uplit.com.au:

1. A covering letter addressing your appropriateness for the internship and what you hope to achieve through your time with us;
2. A current resume (please include information about your current line of study and the institution you are enrolled with as appropriate).

The closing date for application is 9 June 2017 at 5pm. We expect to interview candidates during the week beginning 19 June 2017.

All short-listed candidates will be contacted by phone or email.

Thank you for your interest in joining UPLIT's internship program in 2017. We look forward to receiving your application.