

Program Intern (Adult Programs)

ROLE DESCRIPTION

TITLE	Program Intern (Adult Programs)
HOURS	Flexible (1-2 days per week, July to September) Must be available 9am-5pm from 8 September to 10 September
SALARY	Nil
REPORTS TO	Adult Program Coordinator
KEY RELATIONSHIPS	Adult Program Coordinator Content & 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 an individual with excellent organisational skills and a passion for designing and implementing efficient plans and processes to support the logistical elements of the 2017 Brisbane Writers Festival adult program.

KEY RESPONSIBILITIES

Program logistics

- Support the Adult Program Coordinator (APC) in the lead up to the Festival to manage tasks including artist scheduling, catering and hospitality for the Festival Green Room, key communications to artists and book signing schedules;
- Support the APC at the Festival to manage on-site liaison with venue managers;
- Assist with artist check in and transporting artists between greenroom essential communications to artists;
- Assist with general management and coordination of the Green Room.

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 a Festival program of events;
- Understanding key dependencies within an organisation and working to team deadlines.

Selection Criteria

Key characteristics

- An organised and efficient individual with strong attention to detail;
- 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 arts or creative writing and/or previous qualification to a degree level;
- Excellent 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 on live events/Festivals.

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 applications 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.