

Operations & Technical Intern – Nature of Role Belfast International Arts Festival 2016

Post:	Festival Intern (Operations & Technical)
Internship:	This internship is flexible, voluntary and unpaid. A daily allowance of up to £6 will be paid at the end of each week as a contribution towards receipted travel expenses.
Period:	19 September – 29 October 2016
Hours:	Up to 37.5 hours per week, with flexibility at evenings and weekends during the Festival period
Reporting to:	The Programme & Operations Manager and the Technical Manager
Location:	Festival Offices, 4 th Floor, Cathedral Quarter Managed Workspaces, 190-113 Royal Avenue, Belfast, BT1 1FF

Background

This year's Festival dates are Tuesday 11 October to Saturday 29 October 2016. Programme themes will include 'World In Motion' (exploring the human face of the refugee crisis), 'Bending The Bard' (a sideways look at the enduring appeal of Shakespeare on the 400th anniversary of his death), and 'Nineteen Sixteen' (artists and writers consider the multiple legacies from a momentous year).

Purpose and Scope

As the Operations & Technical Intern of Belfast International Arts Festival you will be able to get involved with, and learn about all aspects of the operations of the Festival. The internship will give you the opportunity to develop skills in a practical and busy environment. Based on your existing skills and interests you may be asked to take on some projects as your own.

You will be involved with

- Administrative and practical support to the operations team
- Assisting the Technical Manager with the delivery of events (this will be both office and site-based)
- Assisting with the production of artist packs
- Assisting with artist liaison where required including facilitating artists' riders
- Any other duties agreed with the Programme & Operations Manager or the Technical Manager

We are seeking people ideally with the following skills, experience and interests

- A university degree or at least one year's work experience
- Computer literacy with a working knowledge of Microsoft Word/ Excel
- Excellent organisational and communication skills
- Experience in the technical aspects of arts events would be beneficial

Skills and Personal Qualities

The key qualities sought are:

- Ability to work on several projects simultaneously, being able to prioritise effectively
- Ability to take instruction and work productively within a team
- Interest in the arts
- English speaking
- Excellent attention to detail
- Initiative, common sense and good humour under pressure

Type of Engagement

Internship position from 19 September – 29 October 2016.

Remuneration

This internship is flexible, voluntary and unpaid. A daily allowance of up to £6 will be paid at the end of each week as a contribution towards receipted travel expenses.

Application Process

Applicants are invited to submit:

- A Curriculum Vitae outlining all relevant experience
- A letter setting out why you are interested in the role
- Contact details for two professional referees

Submissions

Submissions will only be accepted by email and should be sent to recruitment@belfastinternationalartsfestival.com

Closing Date

The Closing Date for receipt of all applications is 12noon on 16 August 2016.

Interviews

Interviews will be held in Belfast on 24 and 25 August. Applicants selected for interview will be expected to make themselves available on these dates.

Confidentiality

The Festival acknowledges applicants need for privacy and will take all necessary steps to ensure all applications and interviews are handled confidentially.

Further information

Enquiries in strictest confidence to Festival Administrator Naomi Conway on naomi@belfastinternationalartsfestival.com or 028 9033 2261.

Belfast International Arts Festival is committed to best practice in equal opportunities and welcomes applications from all sections of the community. The Principal funder of Belfast International Arts Festival is the Arts Council NI.