



Dublin Dance Festival Internship Opportunity - Programme Assistant

Duration: 4 months, starting February 2016

Time Commitment: 3 days a week February - April & fulltime in May

Description:

This role would suit someone interested in working in the arts who wants to gain experience working for an international dance festival. This internship will give an insight into curating and implementing a festival programme. The intern will gain experience in the logistical and operational aspects of running of the Festival and implementing Festival events. The Programme Assistant works closely with the core team at the Festival and reports to the General Manager. He/she will liaise with participating companies, venues, suppliers and other stakeholders in the Festival. Duties include but are not limited to:

- Assisting with the coordination of travel arrangements, accommodation, per diems and local transport for the Festival artists
- Maintaining itineraries, templates & schedules for artists' travel, rehearsals etc.
- Coordination of Festival accreditation and information packs for artists
- Managing itineraries for artists during their stay in Dublin
- Assisting at special events and Festival's outdoor events programme
- Maintaining files and information pertaining to the Festival programme
- Researching artists, companies & networks relevant to the Festival
- Supporting the Festival team with other logistical and operational tasks as required

Person Specification:

- A degree in event management, or previous work experience in this or a related area
- Ability to work well as part of a team in a busy office environment
- Excellent communication and interpersonal skills
- Ability to complete tasks as directed but also take initiative and work independently
- Fluency in English essential (both written and oral) with excellent attention to detail
- A knowledge of additional languages is an advantage
- Computer literacy with working knowledge of Microsoft Office
- Excellent time management and organisational skills
- An enthusiastic and flexible attitude
- Strong interest in and or knowledge of the arts / festivals / events in Ireland

Terms & Conditions:

- The position is unpaid but a nominal allowance for daily expenses is provided
- In addition, a small honorarium is paid upon successful completion of the internship
- Normal working hours are 10am to 6pm, Monday - Friday but flexibility will be required outside of these hours
- In the lead up to and during the Festival there will be off-site work
- You will be invited to identify key learning objectives/ skills which you wish to obtain through the internship. You will be supported throughout your internship by the General Manager and the wider Festival team.