



INTERNSHIP: PROGRAMME & EVENTS ASSISTANT

About us:

Dublin Dance Festival (DDF) is a creative catalyst. The core reason the organisation exists is to bring outstanding dance to Irish audiences of all ages and backgrounds, and to create opportunities for dance artists, through programming, commissioning and artistic partnerships. DDF will positively impact the cultural landscape in Ireland, working with other partners and stakeholders to build a dynamic trajectory for dance. The 2018 Festival will take place from 2nd – 20th May. www.dublindancefestival.ie

About the internship:

Role: Programme & Events Assistant

Duration: 6 months starting week 3 in January

Time Commitment: Ideally 2 days per week in January & February; 3 days per week in March; full time in April & May; 2 days per week in June. Duration and hours can be somewhat flexible to accommodate the successful candidate.

The Programme & Events Assistant will work closely with the Programme and Finance Manager to plan and implement a successful festival programme. The intern will get an insight into the operational elements of the Festival, liaising with participating artists, international guests, suppliers, Festival volunteers and other stakeholders. The role involves:

In the lead up to the Festival:

- Providing R&D support to specific projects/programmes/ networks
- Preparing schedules, itineraries, information packs for visiting artists and international guests
- Assisting with coordination of artists/ guests travel and accommodation
- Booking and managing rehearsal/studio space for international artists
- Preparation and coordination of Festival accreditation for staff, artist and guests
- Managing ticket requirements for international guests and the discounted 'artists ticket scheme'
- Supporting planning/ management of Festival's outreach events

- Assisting with planning and delivery of networking and hospitality events such as the Festival launch

During the Festival:

- Overseeing Festival master schedule to ensure accurate information provided and is kept up to date
- Implementing festival events/projects with the Festival team
- Managing international artist meet & greet schedule
- Being one of the dedicated contact points for artists and guests
- Coordinating post-show talk requirements liaising with artists, speakers and venues
- Supporting the Festival team with other logistical and operational requirements to ensure a smooth running of the Festival
- Attending Festival performances and events assisting with Front of House and hosting events

Post- Festival:

- Wrap up of 2018 Festival
- Assisting with de-briefs and reporting elements

We are looking for someone with:

- A third level qualification in arts management/ event management/ performing arts or a related area who wants to gain work experience in an international arts organisation
- Good communication and interpersonal skills
- Strong project management and organisational skills
- Experience of working on arts projects/ programmes/ events
- An ability to complete tasks as directed but also take initiative and work independently
- Capacity to work well in a small team in a busy, demanding environment
- A friendly, approachable and flexible attitude – someone who can represent the Festival well
- A strong interest in arts/ festivals /events in Ireland
- An ability to work within the values and ethos of DDF supporting diversity, equality and inclusion across your work

Terms & Conditions:

- The position is unsalaried but a allowance for daily expenses (travel & lunch) is provided
- In addition, a modest honorarium is paid upon successful completion of the internship
- Normal working hours are 10am to 6pm, Monday - Friday but flexibility will be required especially during the Festival
- 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 Programme and Finance Manager and the wider Festival team

How to apply?:

Please forward a letter of application and a CV to recruitment@dublindancefestival.ie by 5pm on Wednesday 15th November. On the subject line of the e-mail please indicate which internship you are applying for.

In your letter please outline:

- (i) Why you wish to apply for this internship and how you see it benefiting your career
- (ii) Why you are a suitable candidate for this internship and what skills and experience you would bring to the post

Shortlisted candidates will be called for interview the week starting Monday, 20th November

Dublin Dance Festival is an Equal Opportunities Employer.

As experienced by DDF's past interns:

"I learned more than I thought possible. The whole team works together and supports all the interns. The staff goes above and beyond to teach you about the festival, how it runs, and your individual role as an intern. I was given many responsibilities, and felt very empowered by completing the tasks assigned in a supportive environment. I was able to learn about the roles that come naturally to me and the skills that I need to work on. Additionally, I was able to attend all the shows and meet the incredible artists and guests of the festival. The experience I gained during my time as the Programme Assistant has led to full time employment in the arts. I am extraordinarily grateful to the Dublin Dance Festival for the experience, support, and friendships I gained during the internship." **Michelle Miller, Programme Assistant**

"I found my experience to be very beneficial and enriching. Even as an intern I felt that I was an integral part of the Festival team and with their support and mentorship I felt comfortable taking on further responsibility for some projects of my own. As the Programme Assistant I gained invaluable exposure to the operational and logistical side of planning and running an international arts festival. I can honestly say that Dublin Dance Festival is one of the projects I am most proud to be able to say I have been a part of." **Roseanne Dunne, Programme Assistant**