



INTERNSHIP: PROGRAMME & EVENTS ASSISTANT

About us:

Dublin Dance Festival champions the potential of the moving body to unlock new perspectives on our changing world. As well as bringing the biggest names in contemporary dance from around the world to the stages and streets of Dublin each May, DDF acts as a vital interchange between contemporary dance artists and audiences; creating and sharing extraordinary dance experiences, generating opportunities for artists and deepening engagement with Dance in Ireland year-round. In 2019, DDF will celebrate its 15th Edition from 1-19 May. www.dublindancefestival.ie

About the internship:

This internship is suited to a student working towards a qualification in arts management/ event management/ performing arts or a related area, or a recent graduate who wants to gain work experience in an international arts organization.

Role: Programme & Events Assistant

Duration: From January to June 2019 (starting 21st Jan)

Time Commitment: Flexible with proposed schedule as follows: Jan to Feb (2 days per week), Mar (3 days per week), Apr to May (full time with regular evening event work during the Festival running 1 – 19 May), Jun (2 days per week)

As the Programme & Events Assistant you will work closely with the Programme & Finance Manager to plan and implement aspects of the Festival programme, in particular working across the logistics plan for Festival artists and guests. You'll get an insight into the operational elements of the Festival, liaising with participating artists, international guests, suppliers, 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 artist/ guest 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 the planning/ management of our outreach events
- Assisting with planning and delivery of networking and hospitality events such as the Festival launch in March 2019.

During the Festival:

- Maintaining the Festival master event schedule
- 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
- Attending Festival performances and events assisting with Front of House and hosting events.

Post- Festival:

- Assisting with festival wrap-up, de-briefs and reporting elements.

Our ideal Programme & Events Assistant will have:

- Good communication & interpersonal skills
- Strong project management & organisational skills
- An ability to complete tasks as directed but also to take initiative and work independently
- Capacity to work well in a small team in a fast-paced, demanding and changing environment
- A friendly and approachable demeanor
- A strong interest in the arts/ festivals /events
- An ability to work within the values and ethos of DDF supporting diversity, equality and inclusion.

Terms & Conditions:

- The position is unsalaried but an allowance for daily expenses (travel & lunch) is provided
- An 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 & Finance Manager and the wider Festival team

How to apply:

Please forward a letter of application and a CV to recruitment@dublindancefestival.ie by 6pm on Friday 7th December.

On the subject line of the e-mail please indicate which internship you are applying for.

In your application please outline:

- (i) Why you wish to apply for this internship and how you see it furthering 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 contacted and interviews will take place on 13th and 14th December.

As experienced by DDF's past interns:

Anna Le Grix de la Salle (2018 Programme & Events Assistant)

« My experience with DDF was probably the best I could imagine for my MA internship. The whole team has been great with me: very supportive and welcoming so I could feel involved and integrated to the festival setting. I got the chance to see incredible shows, meet dancers, choreographers and many other great people who were working with the festival.

I highly benefited from the responsibilities I had at DDF. I have learnt a lot and this has helped me in my research of jobs for next year. I am very grateful to the entire DDF team, and I would recommend this experience to anyone who loves dance, and is interested in project management and production. Furthermore you will get a great human experience full of laugh and joy! Thanks again DDF! »

