



**BODY
&SOUL**
2018

**A FESTIVAL OF SURPRISES
SUMMER SOLSTICE WEEKEND**
BALLINLOUGH CASTLE, CO. WESTMEATH
BODYANDSOUL.IE / #BODYSOUL18

Body&Soul Internship Opportunity: Programme Department Internship

The Body&Soul Programme Department Internship will play a key role assisting the Programme Department in their music, performance, art, décor, and healing programmes. This is an incredible opportunity to join a team of dedicated, creative and well-connected sector leaders on a festival that will attract huge attention, in Ireland and internationally. The Body&Soul Programme Department intern will work across three major events in the Irish and UK music calendars.

Outline of role:

Administrative Support for Programme Department

Reports to: Programme Manager,

Key Liaison with: Programme Manager, Festival Director, General Manager, Head of Art & Decor, Sanctuary Manager.

Timeline: Mid January 2019 - Mid/End July 2019.

Duties include:

- Assisting in reviewing all Programme applications.
- Sourcing & streamlining marketing materials from all festival participants.
- Liaising with the Festival installation artists on details of their projects.
- Manage deadlines on multiple projects.
- Attending Programme Department meetings.
- Train as Artist Liaison assistant for Body&Soul Events.
- Assist the Programme Department on-site for the build of the festival.
- Other duties as agreed with the Programme Manager.

Skills required:

- Strong interest in festivals and the arts, preferably with an interest in pursuing a career in arts/programme management.
- Ability to work in a busy environment as part of a team.
- Ability to be proactive, as well as taking direction.
- Knowledge of Google Drive and Suite, particularly Google Sheets.
- Learning agility for project management software.
- Excellent time management, organisational skills and the ability to multitask.
- An enthusiastic and flexible attitude.
- Skilled copywriter with the ability to communicate to diverse audiences across multiple platforms on myriad topics.

Terms and conditions of the role:

- Position based in our Dublin city centre office.

- Position 4 days per week – our normal working day is 10am - 6pm, with the exception of the festival period when extra hours may be required to support the workload.

We are committed to providing the necessary support and resources for carrying out the position. Monthly expenses relating to the position will be paid by the company.

TO APPLY

Please submit a copy of your CV along with a cover letter outlining your suitability for this position. All applications should be sent to office@bodyandsoul.ie with Application in the subject title **Programme Department Assistant Internship**.

Closing date for applications is Wednesday 31st October 2018 at 5pm. Late applications will not be accepted.

Interviews will take place on Friday 2nd November 2018. It is up to shortlisted candidates to make themselves available on this date.

The start date for this position is Tuesday 22nd of January 2019.

In line with our data protection policy we will only use the information that you give to us for recruitment purposes and your information will be deleted within 14 months of the process having been completed.