



Event Operations Internship

Since 2010 Body&Soul Music and Arts Festival has run annually in the grounds of Ballinlough Castle, Co. Westmeath, growing in size each year to a planned 15,000 when it will take place next on Summer Solstice in 2018. In addition, the team annually also run the Body&Soul Village at Electric Picnic in Portlaoise and work internationally taking part in the Latitude Festival in Suffolk with SOLAS.

The successful candidate will gain valuable experience in arts administration and will become part of a passionate and creative team. The internship will give you a wide range of experience in the world of event production and festival organisation, and develop your skills in a practical and busy environment. Event production requires excellent project management, scheduling and communications skills, encompassing a wide range of stakeholders from a very diverse range of backgrounds. The internship will provide the opportunity to learn and develop these skills, as well as to gain invaluable practical experience in a live environment. During the course of this internship you will be mentored primarily by the Event Operations Manager.

Reports to: Event Operations Manager

Key Liaison with: Event Operations Manager & Team, Licensing Coordinator, Technical Production Team, Programme Department, Traders Manager, Contractors and Suppliers, Collectives/Performers/Artists.

ROLE SPECIFICATION

Outline of role and responsibilities:

The successful candidate will provide full administration support to the Event Operations Manager. Duties include (but are not limited to):

- Collation of site requirements, for all build teams across the site – creative artists / collectives / small venues / sponsors / festival management teams;
- Compilation of production schedules for all departments in the run-up to each Body&Soul event;
- Support the Event Operations Manager in the task of keeping each project on-track and working to strict deadlines;
- Compilation of on-site production schedule for all deliveries, production traffic and personnel;
- Assist in the running of the Festival site office;
- General administrative tasks as required.

Candidate:

- Interest or background in Events with preferable experience in these fields
- Excellent communication, telephone, written and verbal skills
- Proficient in Word/Excel/Google Sheets, Google Drive, Google Calendars, Dropbox with excellent organisational skills and ability to manage time effectively
- Work as part of a dynamic team in a range of different situations.

Terms and Conditions of the Internship:

- The Internship is unpaid but a contribution to expenses incurred related to doing the job will be reimbursed .
- Position based in our Dublin city centre office.
- Normal working day 10am-6pm.
- Placement will be for 7 months from 05 February to 04 September 2018 broken down as follows:
 - 4 days per week for the duration of the placement with the exception of the following periods where the Intern is expected to be onsite* at the B&S events:
 - 11 to 29 June (Body&Soul Festival)
 - 08 to 18 July (Solas @ Latitude)
 - 23 August to 04 September (Electric Picnic)

*onsite involves relocating to the Festival site for each event. Event accommodation and catering will be provided during this period.

TO APPLY

Please submit a copy of your CV and a cover letter outlining why you are interested in this internship.

Applications to be submitted to office@bodyandsoul.ie with Event Operations Internship in the subject line.

Closing date for applications is Friday 17 November 2017 at 5pm.