



Sustainability/Volunteer 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, culture and environmental administration and will become part of a passionate and creative team. Sustainability is becoming an increasingly important aspect of event management with regulation and legislation around sustainability management almost certainly coming down the line. Body&Soul are proud to be pioneers in this field and incorporate a strong sustainability ethos into everything that we do. This internship will give you the opportunity to be part of a passionate team at the forefront of important change-making within the festival industry.

This internship will give you a wide range of experience in the world of event and festival organisation, and develop your skills in a practical and busy environment. During the course of this internship you will be mentored primarily by the Event Operations Manager with input from the Sustainability Manager and Volunteers Coordinator.

Reports to: Event Operations Manager

Key Liaison with: Event Operations Manager and team, Sustainability Manager, Volunteers Coordinator, Festival Volunteers, Traders Manager.

ROLE SPECIFICATION

Outline of role and responsibilities:

The successful candidate will provide full administration support to the in-house Sustainability Manager and the Volunteer department. Duties include (but are not limited to):

- Assist in the compilation of the Body&Soul sustainability strategy
- Develop communications around the sustainability strategy, and disseminate information as required by the Sustainability Manager, to relevant stakeholders
- Assist in the management of the monitoring systems for all measurable activities on-site – power / water / waste management
- Research funding opportunities and grant aid on behalf of the festival and the organisations wider-reaching projects

- Provide administrative support to the Body&Soul volunteer programme
- General administrative tasks as required
- Research ideas and examples of best practice in sustainability in festivals and events worldwide
- Ongoing progress reporting to Event Operations Manager, Sustainability Manager and Volunteer Coordinator
- Completion of a full report of sustainability activities on site after the Body&Soul festival

Candidate:

- Interest or background in Arts Management, Environmental Management, and / or 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
- Ability to work on their own initiative with a can do attitude
- A passion for environmental protection desirable
- Friendly and personable
- 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 5 months from 05 February to 06 July 2018 broken down as follows:
 - 3 days per week: 05 February to the end of April
 - 4 days per week: 01 May to 08 June
 - onsite* from 11 to 29 June
 - 3 days for final week commencing 02 July

*onsite involves relocating to the Festival site in Ballinlough for the duration. 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 Sustainability/Volunteers Internship in the subject line.

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