

**Program Intern (Children and Young Adult Programs)**

**ROLE DESCRIPTION**

<b>TITLE</b>	Program Intern (Children and Young Adult Programs)
<b>HOURS</b>	Flexible (1 day per week, March to May 2018) Must be available 8am–5pm 12 May 2018
<b>SALARY</b>	Nil
<b>REPORTS TO</b>	Children and Young Adult Program Coordinator
<b>KEY RELATIONSHIPS</b>	Children and Young Adult Coordinator Content & Engagement Team
<b>DIRECT REPORTS</b>	Nil

**INTERNSHIP AT UPLIT**

A 2018 Internship with UPLIT (producers of the **Brisbane Writers Festival**) provides opportunities for young professionals, graduates or established professionals in career transition to experience a professional work environment in the not-for-profit arts and culture sector. The program has been designed to help you move your career forward with confidence and transferrable experience. You will be provided with frequent feedback, structured projects and post internship evaluation. UPLIT interns benefit from access to our professional support, valuable expertise and a network for future employment opportunities.

**ROLE OBJECTIVE**

A role exists for an individual with excellent organisational skills and a passion for designing and implementing efficient plans and processes to support the logistical and production elements of the 2018 **Love YA** and **Word Play** programs produced by UPLIT.

**KEY RESPONSIBILITIES**

*Program and logistics*

- Support the Children and Young Adult Programs Coordinator (CYAPC) in the lead up to Love YA with artist management processes and curatorial administration;
- Support the CYAPC to manage communications with partners and logistics of program delivery;
- Assist with general management and essential communications to artists during the event;
- Assist with curatorial administration of the 2018 Word Play program.

*Other*

- Attend meetings, receptions and events as an UPLIT representative as required;
- Adhere to and demonstrate UPLIT’s brand values and code of conduct.

**ANTICIPATED LEARNING OUTCOMES**

- Proven experience working in a professional office environment;
- Experience responding to and developing skills as an event liaison;
- End to end experience assisting a team to manage and deliver a Festival program of events;
- Understanding key dependencies within an organisation and working to team deadlines.

## Selection Criteria

### Key characteristics

- An organised and efficient individual with strong attention to detail;
- Desire to work creatively in a team;
- Strong work ethic and ability to work under pressure and take direction;
- Willingness to learn from and support a highly skilled and dedicated team across all UPLIT activity;
- Belief in the agency of literature to transform communities and individuals.

### Attributes

- Undertaking higher education in the areas of arts, creative writing or education and/or previous qualification to a degree level;
- Excellent written and verbal communication skills;
- IT proficiency (UPLIT works with various online systems including MS Office, Office365 and online databases and record keeping systems).

**Desired:** Experience working on live events/Festivals.

### Application Process

To apply for this role, please email the following to the General Manager, Tanya Reason - [tanya.reason@uplit.com.au](mailto:tanya.reason@uplit.com.au):

1. A covering letter addressing your appropriateness for the internship and what you hope to achieve through your time with us;
2. A current resume (please include information about your current line of study and the institution you are enrolled with as appropriate).

The closing date for applications is 16 February 2018 at 5pm. We expect to interview candidates during the week beginning 26 February.

Only short-listed candidates will be contacted by phone or email.

Thank you for your interest in joining UPLIT's internship program in 2018. We look forward to receiving your application.