

### **Marketing and Communication Internship**

Support Melbourne Fringe’s Marketing and Development team in delivering our Festival campaign.

This role would be suitable for students with an interest in festival and/or arts marketing.

Duties include:

- Assist in developing new content for social media including sourcing appropriate images and creating basic assets in Photoshop
- Assist the Marketing and Communications Manager in producing short videos for the social media campaign
- Work with our marketing team to update the website and create website news items
- Collate reviews and assist the team with promotional giveaways
- General administration support for our Marketing and Development team (don’t worry, that’s not getting coffee but helping us with campaign based admin).

Mentored by: Head of Marketing & Development, Marketing & Communications Manager

Other relationships: Working closely with Melbourne Fringe Festival Staff, as well as other interns and volunteers.

Time commitment

- 100 hours (approx. 2 days a week for 10 weeks)
- Actual days and hours to be negotiated
- Beginning in August to end of September 2019

Location: Melbourne Fringe Office – G2 / 152 Sturt Street, Southbank VIC

### **Photography, Videography & Content Creation Internships**

Assist the Melbourne Fringe Marketing team to develop a suite of high quality photography and/or video to use for promotional and documentation purposes.

Duties include:

- Attending key Festival events and capturing high quality documentation for the Fringe marketing team to use across all channels including social media and reporting
- Bring a creative perspective to the documentation of Melbourne Fringe events
- Identify images that are suitable for promotional and documentation purposes
- Contribute to and help administer the Melbourne Fringe image library
- Assist the marketing team to plan, shoot and edit promotional content
- Assist in the producing and process of videos

Mentored by: Head of Marketing & Development, Marketing & Communications Manager

Other relationships: Working closely with Melbourne Fringe Festival Staff, as well as other interns and volunteers.

Time commitment

- 60 hours (approx. 3 days a week for 4 weeks)
- Actual days and hours to be negotiated
- September 2019

Location: Various event locations and the Melbourne Fringe Office – G2 / 152 Sturt Street, Southbank VIC

## Made by Fringe / Creative Program Internships

Support Melbourne Fringe's Made by Fringe and Fringe Furniture programs throughout the lead-up and delivery of the festival.

These roles would be suitable for students with an interest in festival and arts management, producing, art activations, artist liaison, visual arts, design, exhibition installation and management, exhibition design/curation, and event management.

The Made by Fringe Program is a program based around the artistic development of Melbourne Fringe's artists and the festival's own creative voice. The program covers a range of commissioned projects and artist development programs including; Fringe's large-scale commission projects, Fringe Furniture, and mentorship and development program such as *Navigate*.

Duties include:

Made by Fringe Projects:

- working with the Producers in the Artistic Team to provide administration support for the Made by Fringe Program
- helping manage documents and schedules to coordinate artists and projects
- on the ground support for the Made by Fringe program including artist liaison, event management and production support

Fringe Furniture:

- liaising with designers to manage process of receiving and placing exhibited pieces within exhibition space (interns will not be required to do heavy lifting)
- installing exhibition design features and signage, dressing the exhibition spaces
- assisting with exhibition launch: event set up and pack down; liaising with the general public, giving directions, managing queues
- supporting the delivery of Tactile Tours & artist talks: liaising with attendees and providing support to blind or low-vision visitors (training will be provided),
- assisting with event set-up for artist talk, managing exhibition attendees' movement through the exhibition

Mentored by: Senior Producer, Associate Producer (Participation), Fringe Furniture Coordinator

Other relationships: Working closely with Melbourne Fringe Festival Staff, as well as artists, other interns and volunteers.

Time Commitment:

- 60 – 100 hours
- 1 day a week in the lead up to the festival (this may increase to 2 days in certain weeks depending on workload/availability)
- 3-4 days a week during set up and running of the 2019 Melbourne Fringe 2 – 30 September
- Actual days and hours to be negotiated
- Availability during Fringe Furniture bump-in and launch (7 – 12 September) is particularly important and will be highly regarded.

Locations: Fringe Furniture - Abbotsford Convent and Melbourne Fringe Office – G2 / 152 Sturt Street, Southbank, VIC.

Various other locations depending on Made by Fringe projects. During the festival you may be asked to travel to locations outside the CBD, this will be negotiated with the successful applicants and will not be expected of those who cannot easily travel.

## **Production Internships**

### ***Production Management Intern***

Support the production team in the planning, lead-up and delivery of the Melbourne Fringe Festival.

This role would be suitable for students interested in production management or technical stage management.

Duties include:

- Shadowing the Production Manager and/or Production Coordinator and assisting with preparation of documents and administration for the festival
- Attending production meetings
- Fringe Hub bump-in of multiple rooms

Mentored by: Production Manager, Production Coordinator

Other relationships: Working closely with Melbourne Fringe Festival Production Staff, artists, other interns and volunteers.

Time Commitment:

- 1 day a week in the lead up to the festival
- 3-4 days a week during the festival (bump-in, festival period and bump-out)

Location: Fringe Hub – Trades Hall, 54 Victoria Street, Carlton, VIC

### ***Technical Production Interns***

We will also be looking for some shorter-term production interns to help with the delivery of the festival.

Duties include:

- Fringe Hub bump-in of multiple rooms, including Sx and Lx
- Assisting with show turn arounds
- Shadowing and learning from Festival Club technicians in Sx and Lx
- Shadowing and working with Fringe Hub Production Coordinator & Roving Technician on event and technical production.
- Shadowing technical stage managers
- Show operations under supervision from room technicians

Mentored by: Production Manager, Production Coordinator

Other relationships: Working closely with Melbourne Fringe Festival Production Staff, artists, other interns and volunteers.

Time Commitment:

- 1 or 2 days during the bump-in and bump-out periods
- 3 nights or 7 nights during the festival period 12 – 29 September 2019

Location: Fringe Hub – Trades Hall, 54 Victoria Street, Carlton, VIC

### **Archive Management Intern**

Assist in cataloguing the history of the longest-running multi-arts Festival in Victoria.

We are looking for interns to support the Melbourne Fringe team in preparing our over 30 year archive in advance of our 40<sup>th</sup> birthday celebrations in 2020.

These roles would be suitable for students with an interest in archive management, arts history,

Duties include:

- Working with fringe staff and historical consultants to assist in the undertaking of a Significance Assessment project for our collection
- Assisting to consolidate and catalogue the Fringe Archive
- Assisting with sourcing missing items from the Archive
- Working with fringe staff and volunteers to identify and organise interview with important Fringe figures

Mentored by: Funding & Evaluation Manager, Business Operations & Systems Manager

Other relationships: Working closely with Melbourne Fringe Festival Staff, other interns and volunteers.

Time Commitment:

- Commencing 1-2 days a week in July 2019
- Commitment for this opportunity is negotiable with the successful student.

Location: Fringe Hub – Trades Hall, 54 Victoria Street, Carlton, VIC

## **How to Apply**

To apply please fill in the online form at:

[https://form.jotform.co/Melbourne\\_Fringe/Intern\\_Application\\_2019](https://form.jotform.co/Melbourne_Fringe/Intern_Application_2019).

Please advise us in your application if you have any access requirements for the interview process.

**Applications close at 10AM AEST Monday 24 June.**

For more information about these roles please email [jobs@melbournefringe.com.au](mailto:jobs@melbournefringe.com.au) or call the office on 03 9660 9600.

If you have any questions about accessibility of Melbourne Fringe please get in touch with Carly Findlay, Access & Inclusion Coordinator, on 9660 9600 [carly@melbournefringe.com.au](mailto:carly@melbournefringe.com.au).