

BODY & SOUL

Company Operations Internship 2020

The Body & Soul Company Operations Intern is a member of the company operations team and will work directly with the Company Operations Manager of Body & Soul in delivering the unique and broad-ranging programme of live music, arts and culture, and wellbeing for Body & Soul Festival in June 2020.

This internship will offer a key learning opportunity for the successful candidate under the mentorship of an experienced team. It is ideally suited to someone who is passionate about arts administration and/or the events industry and is keen to grow and develop skills from an administration perspective.

Reports to: Company Operations Manager

Key Liaison with: Festival Director, General Manager, Operations team, Programme team, Company Operations team, Marketing team, external stakeholders.

ROLE REQUIREMENTS

Office management and company administration support

- Phone and email enquiries and redirect as appropriate.
- Support with managing Body&Soul email addresses managed by Company Operations Manager.
- Stationery stock management and ordering.
- Support with general admin and filing.
- Support Company Operations Manager with accommodation/travel/car hire research and bookings

Finance

- Support with finance/accounts admin as required.

Staff Welfare Support

- Support the Company Operations Manager in arranging staff accommodation and catering for Body & Soul events

Residents Relations Support

- Provide administrative support to the Company Operations Manager for residents relations including preparation of meeting papers, collation of lighting and barrier requests from residents and drafting Residents Pack.
- Support Company Operations Manager in maintaining excellent communications with local residents
- Book rooms for residents' meetings

Onsite

- Work alongside the Company Operations Manager in a support role onsite in the Festival Production office.

Other Duties

- Other admin duties as required

Candidate:

- Interest or background in arts administration and/or events
- Excellent communication, telephone, written and verbal skills
- Proficient in Word/Excel/Google Sheets, Google Drive, Google Calendars, with excellent organisational skills and ability to manage time effectively
- Learning agility for project management and resource management software
- 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 hours 10am-6pm.
- Placement will be for 4 months from mid March to mid July 2020 for 3 days per week plus 10 days onsite during festival build, show, and take-down.
- Event accommodation and catering will be provided during the onsite period in June.

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 **Company Operations Internship** in the subject line.
- Closing date for applications is Wednesday 4th March 2020 at 5pm. Interviews will be held on Wednesday 11th March.