

going down swinging

GOING DOWN SWINGING INTERNSHIP PROGRAM

EVENTS INTERN

INTERNSHIP DETAILS

Reporting to	Editors and Operations Manager
Working with	Editors and Going Down Swinging staff located in Melbourne; external suppliers
Position type	Voluntary Internship – 7 months, volunteering an average of 0.5 - 1 days per week
Salary details	While this is a voluntary position, the successful candidate will receive a stipend of \$50 per month to cover travel or other expenses relating to the internship
Internship period	Late-March to Late-October

Going Down Swinging is committed to creating a diverse and inclusive workplace and encourages people with disabilities, Aboriginal and Torres Strait Islander people and members of other diverse groups to apply for this program.

ABOUT GOING DOWN SWINGING INTERNSHIPS

The Going Down Swinging Internship Program offers short-term, targeted opportunities to gain valuable arts industry experience in a hands-on environment among a diversity of peers. This is a unique opportunity to develop new skills alongside a team of experts dedicated to inspiring art across the state.

The principal purpose of our internship program is to provide the intern with hands-on work experience within a dynamic and engaged editorial environment. A position description has been provided below as a guide, offering applicants an insight into the type of experience that will be gained during this internship. Going Down Swinging will work closely with the successful applicant to ensure that the internship is of benefit to them.

POSITION DESCRIPTION

The Events Intern will play a central part in supporting Going Down Swinging's 2019 event program. The intern will develop valuable experience in the planning and overseeing of exciting arts events that showcase a diverse collection of Australian and international spoken word, written and visual artists. The successful candidate will be a self-starter who can work autonomously. This position may suit someone studying event management, public relations and/or arts administration.

You'll be given opportunities to establish and manage partnerships with potential sponsors, artist collaborators and venue suppliers, while also gaining insight into the running of an arts event marketing campaign. The intern will be involved in the 2019 events schedule, with a particular focus on the launch of edition #40. As part of the internship, you will:

- Work alongside the Operations Manager and Editors to gain valuable experience in putting together arts events, from planning to launch
- Source potential event partnership opportunities and/or manage partner relationships
- Work with the Editors and the Marketing and Design Manager to create and distribute event collateral
- Assist with digital marketing and social media promotion of events
- Assist with bump-in and bump-out of events

going down swinging

- Assist with operational activities, as needed

Shared responsibilities

- Attend Going Down Swinging team meetings when possible, observe and contribute
- Identify and implement continuous improvement processes
- Contribute to a culture of safe working, collaboration and mentorship

ABOUT GOING DOWN SWINGING

Going Down Swinging is one of Australia's longest-running and most respected literary journals: publishing digital as well as print and audio anthologies since 1979 and producing sensational, sold-out live events.

For more details check out goingdownswinging.org.au

Editors

Magenta Sheridan

Renata Carli

Operations Manager

Elizaveta Maltseva

Development Manager

Joanna Gould

Online Editors

Georgia Coldebella

Hollen Singleton

Marketing and Design Manager

Matt Tambellini

Digital Developer

Jacqui Hagen

Board

Steve Grimwade

Sandra Boyd

Anna Kelsey-Sugg

Vartika Patel

Elizabeth MacFarlane

Sonia Nair