

Artistic Intern

Post:	Artistic Intern
Internship:	Paid. €10.50 an hour for 30 hours a week.
Period:	12 weeks (25 July – 16 October 2022)
Hours:	Usual office hours are 10am – 6pm, Monday–Friday, with one hour off for lunch, with flexibility at evenings and weekends around launch on 27th July and during the 3 week festival period, 29 SEPT – 16 OCT
Reporting to:	Artistic Director/CEO
Location:	12 East Essex Street, Temple Bar, Dublin 2

Dublin Theatre Festival

We bring world-class theatre to Dublin, support artists in creating outstanding work and provide a platform to showcase the best of Irish theatre to the world.

At the heart of the festival is the city of Dublin – its people and its stories – and a commitment to contributing to the vibrant social and cultural life of our capital. Our mission is to present a programme of exceptional theatrical experiences that will appeal to the diverse communities and visitors that make up our city.

We have a rich history, with much to celebrate, but we are most excited about what is yet to come. In the future, we want to see more people participating in culture and more artists creating bold new work that challenges and inspires.

Dublin Theatre Festival is principally funded by the Arts Council.

Purpose and Scope of the Post

This paid internship aims to create a pathway to a career in the arts for a wide variety of people including those currently under-represented. We want to ensure that equality and diversity are at the heart of what we do and actively welcome applications from all sections of the community.

We acknowledge that it can be uncomfortable to put yourself forward for a role in a sector that you might feel that you have previously been excluded from. Opportunities like this internship aim to encourage candidates of all abilities and experience to put themselves forward, so please do submit an application – as we'd love to hear from you.

This position is intended to give the successful candidate a grounding in the artistic and practical aspects to programming Dublin Theatre Festival and the experience of working alongside its team in the lead up to and delivery of a busy programme. As Artistic Intern, you will be encouraged to use your initiative to make the best use of the role to increase your knowledge and to develop your network and skills.

Duties and Responsibilities

Duties and areas where you will assist will include but are not limited to those listed below. Depending on your skills you may be able to conduct research projects of your own, with the support of the Artistic Director

- Viewing, cataloguing and annotating video and other documentation
 - Undertaking archival research on the history of Dublin Theatre Festival
 - Researching artists, companies, networks and other platforms relevant to the festival
 - Managing and updating the Artistic Director's contact database of presenters, venues, festivals, networks and resource organisations
 - Researching critical writing and contextualising information about the work in the 2022 programme
 - Managing queries about inclusion in future festival programme
- Attending performances with the Artistic Director

An internship is a learning opportunity. The following skills and knowledge will help you to make the most of the experience.

- Interest in theatre and performing arts in general
- Computer literacy with working knowledge of Microsoft Word, Excel
- Experience of working in an arts environment

Other helpful skills/interests

- Excellent communication, interpersonal, telephone, written and verbal skills
- Ability to manage several projects simultaneously
- Self-starter and the ability work on a team
- Fluent English

Type of Engagement

Internship position of 12 weeks, Monday 25 July – Sunday 16 October 2022. It is possible to arrange time off of up to 3 days for the duration of the contract. Requests for time off will be considered, taking into account the busy nature of the festival period. Time off must be scheduled and approved by your line manager prior to commencing your contract.

Probation

A probation period of three weeks will apply from the start of this engagement

Payment

This is a paid internship position. Remuneration is €10.50 an hour for 30 hours a week, paid monthly, for the duration of the internship. Complimentary tickets to Festival shows are available to all seasonal staff. Working times to be discussed with your line manager.

Application Process

Applicants are invited to submit:

- Curriculum Vitae outlining all relevant experience
- A letter of application indicating why you are interested in the role
- Contact details for two professional referees

Submissions

Applications will be accepted by email and should be submitted to recruitment@dublintheatrefestival.ie

Closing Date

The closing date for receipt of applications is 12pm on Wednesday 6 July.

Interviews

Interviews will be held via Zoom on Monday 11 July. Applicants selected for interview will be expected to make themselves available on this date.

Confidentiality

The festival acknowledges applicants' need for privacy and will take all necessary steps to ensure all applications and interviews are handled confidentially. Enquiries in strictest confidence can be addressed to Mary Kilduff, Festival Administrator recruitment@dublintheatrefestival.ie

Dublin Theatre Festival is an equal opportunity employer and welcomes applications from all sections of the community. Dublin Theatre Festival is funded by the Arts Council.