



TOURING AND AUDIENCE DEVELOPMENT INTERN

About Us

CircuitWest is WA's service organisation for the performing arts and works with venues, producers and artist across the state and amongst other programs coordinates tours, provides audience development programs and runs WA Showcase and TechWest. Our vision is for a STATE CONNECTED, ENRICHED, AND ALIVE and we seek to do this by growing and leading our industry to generate arts experiences that connect, enrich and enliven people and communities.

Touring and Audience Development Intern

CircuitWest is looking for a creative and motivated individual to join the team as Touring and Audience Development Intern. This is a great opportunity for anyone wanting to learn more about the performing arts and play a role in developing the sector. You will gain excellent experience and access to many contacts within the performing arts sector. You will work with the CircuitWest team as well as liaising with external stakeholders. This is a volunteer internship (unpaid position).

Role and Responsibilities

Tour Coordination

- Manage tour logistics, contract management, reporting components, and prepare tour packs.
- Manage project and event budgets, ensuring that all necessary production equipment, materials and staff along with any other expenses are within allocated budget and actual expenditure does not exceed the allocated budget.
- Provide information as required for annual reports, board reports, financial reports, grant applications and acquittals.

TechWest and WA Showcase

- Monitor and manage delegate registrations through the registration website.
- Input information into registration system
- Liaise with speakers and artists to secure biographies, headshots and copies of speeches
- Coordinate travel and accommodation logistics for guest speakers and panellists & maintain a schedule of travel arrangements
- Assist with the coordination of catering and other functions related to the event.
- Assist with the collation of artwork and coordinate the delivery of final print items.
- Attend to individual inquiries/amendments where registration is incomplete.
- Maintain positive working relationships with stakeholders relevant to the role.
- Other administrative duties as directed

Audience Development

- General management of information, resources and technology
- Book travel and accommodation as required
- Other administrative duties as directed

Skills and knowledge required

- Completion of or currently studying an arts or events degree (or similar) at a tertiary level.
- IT competency - Excel, Word, Outlook, Wordpress, MailChimp (preferred).

Hours required

- 1 – 2 days per week

Learning outcomes and skills gained

- Skills in engagement and stakeholder relationship management;
- Valuable skills in marketing and promotion
- Understanding evaluation methodologies, analysing data and reporting;
- Database management;
- Website management and development;
- Experience in project management processes;
- Networking within the WA metro and regional arts community;
- Experience working in a not-for-profit environment;
- Insight into the opportunities and operations of a touring arts organization.

How to apply:

To submit your Expression of Interest, send the following to eo@circuitwest.com.au by **Friday 11th October 2019**

1. Cover Letter – One page maximum telling us why you'd like to intern at CircuitWest
2. CV

Questions?

Contact Executive Director eo@circuitwest.com.au or (08) 6202 1042 for any questions about the role or your application.