

National Schools & Special Programs- Internship

Cultural Infusion is a social enterprise that works with schools, youth, and the arts to promote cultural harmony for a more cohesive and richer society. Cultural Infusion believes that as people who live in a diverse society, in a globalized world, the ability to move between and respect cultures is an invaluable asset.

For more information: <http://culturalinfusion.org.au>

Position Summary:

This role comprises of working on developing curriculum support materials, event and artist management, the development of educational support material, sales support, program coordinator, and office administration. The main responsibilities are: working to deliver artists to events in schools, managing the delivery of bookings, event management, liaison and co-ordination with performing artists and suppliers, supporting sales representative and presenter and carry out research work.

Excellent presentation, negotiation, written/verbal communications skills are necessary.

Interns will be encouraged to undertake a significant research project during the course of their internship – in an area of interest to them, and of use to Cultural Infusion.

Different areas:

- Sales Support
- Presenter Support
- Artist Liaison
- Event & Tour Booking Coordinator
- Indigenous Program Coordinator
- Marketing & PR

Role:

Reports to Anna Kumashov- National Schools Operations Manager

Under supervision, create curriculum support material for the in-school shows

- Liaison with artists and scouting for potential artists to add to our range. This may include going to shows or events outside of working hours and meeting with new performers.
- Work on creating marketing & social media strategies
- Provide pre-sales and after-sales assistance
- Answer email inquiries
- Other duties as they arise

Key Selection Criteria:

- A strong interest in, or working towards a qualification in Performing Arts, Music, Culture, Education.
- Experience or training in Event Planning and Management
- Strong customer service skills and the ability to network and build effective relationships.

- High level written, verbal, negotiation and presentation skills.
- Strong project and time management skills and the ability to work independently.
- Office/administrative experience.
- Skills in the Microsoft Office Suite including PowerPoint, Excel, desktop publishing and database management.

Other Essentials:

- Well presented with a positive personality
- Efficient and welcoming manner and excellent interpersonal skills
- Flexible attitude and happy to do any task that might come your way
- Interest in.
- Experience working independently and enjoy doing so
- Good common sense, initiative, ability to work effectively in a busy and demanding environment.
- Good attention to detail
- Excellent multi-tasking ability
- Enjoy working in a creative environment with performing artists
- Ability to work under pressure.

Desirable:

- Experience working with people from Non English Speaking Backgrounds
- Experience working with community organizations, local government and a variety of other organizations.
- Drivers license

Please note:

Travel Opportunities:

Some opportunities may arise for interns to travel in the capacity of assistant touring managers across Australia. All travel and accommodation expenses will be paid.

Specific Responsibilities:

Depending on what area of the department you pick, your responsibilities will be discussed during the interview.

Intern Work Hours:

9am to 5.45pm Monday to Friday, located at 49 Vere Street, Collingwood, VIC 3066, Australia. Position reports to CEO and Education Program Manager. The successful applicants will occasionally be required to work on weekends and after normal business hours.

Can you please send your CVs to recruitment@culturalinfusion.org.au