

DUBLIN FRINGE FESTIVAL

PROGRAMMING ASSISTANT INTERNSHIP 2018

DATES & DURATION OF INTERNSHIP:

Four days per week from week beginning **Monday 12th March** to week ending **Friday 5th October 2018**.
Dublin Fringe Festival will take place from September 8th – 23rd.

INTERNING WITH:

Programme Manager Ewa Senger (ewa@fringefest.com)

ABOUT DUBLIN FRINGE FESTIVAL:

Dublin Fringe Festival is home to brave ideas, bold performing arts and adventurous audiences. Each year we present a curated, multi-disciplinary festival focusing on new and innovative approaches to the arts. Dublin Fringe Festival is a year round organisation; we support the development and presentation of new work by Irish and International artists of vision, nurturing artistic ambition and excellence across a range of art forms. An active curator, Dublin Fringe Festival provides an environment in which participating artists challenge, subvert and invigorate their disciplines and practice. Dublin Fringe Festival provides a context for work and demands audience engagement and dialogue. The scale and environment of the festival broadens arts participation, playing a vital role in the fabric of Dublin's cultural life. www.fringefest.com

FRINGE LAB provides year-round practical and artistic support, responding to the needs of both developing and established artists, technicians, producers and practitioners. FRINGE LAB is both a space and a platform of activities for training and learning. FRINGE LAB rehearsal studios, private office space and drop in facilities, used by over 200 companies for 6,000+ hours in the last year.

ABOUT THE INTERNSHIP:

The Programming Assistant works closely with the Programme Manager and Director throughout the programming cycle for our annual September festival. You gain experience of the festival from start to finish, from the period when applications are submitted to the festival, the making of programming decisions and setting of festival schedule. Then the internship moves to action and delivery, offering training in artist liaison and artist support duties in advance of and during the festival. This is a great opportunity for an emerging cultural professional with an interest in programming, festivals, producing or artist support.

This internship is busy, rewarding and hands on. Fringe HQ is an exciting place to immerse yourself in the day-to-day life of a leading Irish cultural organisation and will connect you with practitioners from across the country. The internship will give you practical experience of and extensive behind-the-scenes insight into the planning and execution of one Ireland's leading cultural events. You will gain skills across all elements of festival planning, know-how easily transferable to project management and planning in a variety of artistic disciplines and event planning. You will be a part of how the festival is made from planning to execution. The intern will also access an extensive contact base, meeting and working closely with hundreds of members of Ireland's independent performing arts community and fostering ties with visiting international artists.

WHAT YOU WILL BE DOING:

- Gaining insight into the curatorial process by reading applications, assisting in coordination of the online submissions process, attending programming meetings and artist meetings.
- Getting to know the work of emerging Irish artists by attending performances, events and work-in-progress showings.
- Supporting artists and making connections. Learning how to support artistic production and presentation

via scheduling and management of FRINGE LAB spaces and workshops, liaising between the festival and artists, and introducing international artists to the city.

- Undertaking special projects based on your individual interests.
- Developing your capabilities for logistics by assisting the assembly of planning documents, schedules and learning how information is shared from one department to the next.
- Supporting the delivery of an action-packed festival by helping to build a community around it via neighbourhood schemes, artist passes, meet and greets etc.
- Learn by being trusted with responsibility and tasks and then given feedback on your performance.

WHAT YOU CAN EXPECT FROM US:

- An excellent learning environment interning with one of the most dynamic arts teams in Ireland.
- Bi-weekly progress and planning meetings to make sure you are getting the most out of your internship.
- Engaged mentorship from the Programme Manager and the festival team as a whole.
- Support with and a platform for special projects based on your specific area of interest.
- An active participation in introducing you to a network of colleagues in the artistic community e.g. invitations to industry events and performances, arranging meetings etc.
- Career coaching and interview prep for your next step after the festival.

WHAT YOU NEED AS A BASE TO TAKE ON THIS INTERNSHIP:

- Excellent interpersonal and organisational skills.
- Good time management and ability to multi task with attention to detail.
- Excellent written and verbal communications skills.
- Strong interest in the arts.
- A positive and active sense of team spirit, curiosity and drive.
- Good IT skills – Word and Excel in particular and some social media. This role involves the management of a lot of information.
- Good problem solving abilities.

ABOUT FRINGE INTERNSHIPS:

- The internship will be based in the festival offices in Dublin city centre.
- The Programming Assistant will receive a weekly stipend towards transport and food expenses.
- The internship takes place 4 days per week from March – August, with a full-time commitment required during the festival September 8th – 23rd September 2018.
- Office hours are 10am to 6pm daily.
- Your schedule will be worked out in agreement with the Programme Manager. We are happy to be flexible to support other commitments you may have.
- The organisation commits to providing adequate support for carrying out the internship.

HOW TO APPLY:

1. Please fill out the application form [HERE](#)
2. Submit your CV to ewa@fringefest.com before **5pm on February 26th 2018**.

Please note: Interviews will take place the week of March 5th and the internship will ideally commence on Monday March 12th 2018. If you have any queries regarding any of the above, please email ewa@fringefest.com

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Beth Hayden (Programming Assistant, 2017)

The programming assistant internship was an excellent experience in gaining knowledge and skills relevant to a career in the arts programming and artist support end. The role is really hands-on and you will be making really valuable contributions to the success of the festival. Working for Fringe meant that I gained a much greater insight into the performance scene in Ireland and made loads of new contacts from the sector. I benefitted so much from the help and support of the Fringe team and would recommend it to anyone embarking on a career in the arts.

Bee Sparks (Programming Assistant, 2016)

My time working with Fringe was an absolute treat - I learned so much and had such a wonderful, exciting experience. It was a pleasure to work with a team as committed and knowledgeable as the Fringe gang and I was given the opportunity to learn skills across all elements of festival planning. I would encourage you to take every opportunity that comes your way and to tell the team your interests and goals, as they'll be sure to find ways to shape the role to fit that. I had the chance to meet and work with wonderful makers and programmers and to see a huge variety of shows. I came out of my nine months at Fringe far more knowledgeable, confident and skilled as well as having had the most exciting nine months of work.

Aisling Galligan (Programming Assistant, 2014)

My experience of the Programming Assistant internship in 2014 was both informative and inspirational. I felt like a valued and respected member of the Dublin Fringe Festival team during a busy and exciting time in the offices. I was given the opportunity to undertake an extremely varied combination of responsibilities which developed both my creative and organisational skills. After facilitating the submissions process and participating in numerous programming meetings, I have now gained a detailed understanding of how a large-scale multi-disciplinary festival is curated and programmed. The opportunity to participate in detailed discussions with a passionate, knowledgeable team during a vital stage in the development of the Dublin Fringe Festival programme strengthened my ability to offer my opinions about the artistic integrity of proposals and to understand the logistical factors that are also considered in the decision-making process. I attended meetings with artists who work across diverse media and I learned about how a larger arts organisation such as Dublin Fringe Festival can work to support, provoke and inspire their ideas and their proposed projects. This internship also greatly expanded my knowledge of the arts industry in Ireland and internationally and helped me to view the practice of individual artists and companies within a larger context. I would recommend this internship for anyone who is seeking a career in arts programming, producing, administration or in the creative development of artistic projects.

Shauna Blanchfield (Artist Liaison, 2013)

As Artist Liaison for Dublin Fringe Festival 2013 I got to act as an integral part of a small team in the Fringe Headquarters. Although the position is in the programming department, the proximity of the rest of the Fringe team gave me the opportunity to form bonds with and learn from the Fringe staff as a whole. The artist liaison position can be challenging, but the team – in my case particularly my manager Emma, are dedicated to supporting and teaching interns whilst they were working. It was a fantastic experience to see the mechanics of an arts organisation as established and successful as DFF. Being part of the 2013 festival allowed me not only to witness the planning and execution first-hand but helped me develop tertiary skills such as professional communication, networking and relationship forming and improve on my IT skills. Best of all, being in the middle of the Dublin Fringe Festival is never boring; the artist liaison position gives you the opportunity to meet some of the most fascinating people in the arts industry whilst contributing to an exciting city-wide experience.