

DUBLIN FRINGE FESTIVAL

PRESS ASSISTANT INTERNSHIP 2017

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

WHAT YOU WILL BE DOING:

You will gain practical experience in publicity and PR in the arts and festivals, and the running of large scale events.

You will receive experience in:

- Coordinating and delivering a publicity campaign
- Dealing with press ticket requests and bookings
- Monitoring media and the compilation of press clippings databases
- Communicating messages on behalf of the festival team
- Assisting with photo calls and other publicity opportunities
- Working with print, broadcast and online media partners
- Engaging with artists to maximise potential to promote their work

On completion you will have attained skills in:

- Building good working relationships with journalists and key contacts in national and international media outlets
- Managing daily press reports during the festival period
- Coordinating publicity events
- Compiling comprehensive press logs for archival purposes

HOW WE WORK WITH INTERNS:

Your internship gives you on-the-job experience and training, contacts and direct responsibility for helping with the promotion and delivery of one of the country's most important arts festivals. Your internship at Fringe also means that your supervisor and other members of the festival staff are available for one on one coaching and we promise to provide advice, guidance and introductions to you as you plan your career progression after your Fringe internship.

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

The ideal candidate will have passion for creative culture. The position calls for an individual with creative flair as well as excellent attention to detail and the ability to handle a busy work load. The role requires someone confident in learning new things and comfortable navigating new technologies and systems. This individual is motivated by working in a busy environment, has the ability to think laterally, can demonstrate initiative and has strong organisational skills.

ABOUT THE INTERNSHIP:

35 hours per week, Monday to Friday. Two months from late July to late September 2017.

Please note that this position is an unpaid internship which may require flexibility around working hours, particularly during September.

HOW TO APPLY:

Submit the following by email to Kate O'Leary, Marketing and Development Manager (kate@fringefest.com) by 5pm on Monday 17 July 2017:

1. Your CV
2. A cover letter outlining all relevant experience

Interviews for shortlisted candidates will take place in a central Dublin location on Friday 21 July 2017.