

FLATPACK FESTIVAL

Unit 118, Scott House, The Custard Factory,
Gibb Street, Birmingham
B9 4AA

Flatpack Festival III

Festival Assistant Internship (immediate start required)

P/T November-December 2008 with opportunities for extension in 2009

Coming into its third year, Flatpack Festival explores the colourful fringes of moving image culture. For 5 days in March 2009, Flatpack will animate warehouses, cinemas, galleries and shop windows across Birmingham with a programme of live events, installations, film screenings, talks and much more.

We are looking for an enthusiastic intern to help us in the developing stages of Flatpack III. For an initial period of 2 months, you will be a pivotal member of the core staff team and gain first hand experience of festival co-ordination, providing essential support to the festival directors.

Responsibilities include:

Artist and press liason.

Programme and marketing research.

Coordinating print promotion and regional marketing and PR.

Managing office systems and administration.

Dealing with public enquiries.

Collating stats and maintaining databases.

Working with volunteers

Essential Skills

The successful candidate must;

Have a passion for the festival, its programme and ethos.

Be self-motivated with excellent organisational skills and able to work under pressure.

Have excellent interpersonal skills and confidence in dealing with the public, volunteers, press and artists alike.

Be a great communicator- spoken and written.

Have experience of office administration and software including Word and Excel

Desirable Skills

Experience in event coordination.

Photo-editing and design skills

What's in it for me?

The Festival Assistant Internship will provide invaluable experience of the workings of a busy festival with opportunities for an extension with greater responsibilities. With regular supervision we will ensure you are getting the most out of your time with us and give you a reference on completion. There is no salary but travel expenses will be paid.

How do I apply?

Please provide a covering letter outlining your suitability for the job as well as a CV no later than **Tuesday 4 November**. Candidates may be contacted for an interview within a week.

Please apply in writing or email to:

Pip McKnight
Flatpack Festival
Unit 118 Scott House
The Custard Factory
Gibb Street
Birmingham
B9 4AA
Email: pip@7inch.org.uk
Tel: 0121 771 1509

For more information see:

<http://www.flatpackfestival.org.uk>
<http://www.7inch.org.uk/news/>

If you have any questions, please don't hesitate to get in touch.