



**Internship Opportunity**  
**Festival Assistant**  
**3/4 days per week, January – early April 2012**  
**Unpaid (within National Minimum Wage Regulations)**

“Britain's most exciting and innovative film festival” – Lonely Planet

Flatpack Festival takes over venues all over Birmingham every March, with an eclectic lineup of screenings, events and installations celebrating the more colourful fringes of film. There is a strong emphasis on creating a sense of occasion by using a range of spaces and a mixture of cinema and live elements, and we aim to make connections between exciting new work and the pioneers of the past. The festival was established in 2006, and since then audiences have grown year on year. Dates for the sixth festival are 14-18 March 2012.

We are delighted to offer this exciting opportunity for someone who is looking to forge a career in the arts.

As Festival Assistant, you will work closely with the Festival Coordinator to plan and execute five days of screenings and events in March 2012. Based at the Custard Factory office in Birmingham, you will be at the very heart of a small core team.

**Key areas of responsibility include:**

*Festival Events*

- Event planning and coordination
- Volunteer coordination
- Artist and venue liason
- Visitor experience

*Administration*

- Office systems
- Health & safety
- Providing administrative assistance to festival director and core team

**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
- Have a creative and flexible approach to the role

### **Desirable Skills**

- Experience of festivals or event co-ordination
- A background in the arts and/or a relevant arts degree
- Clean driving license and own transport

### **How do I apply?**

Please provide a covering letter outlining your suitability for the job as well as a CV no later than **Friday 13th January**. Interviews will be held w/c 16<sup>th</sup> January.

Please apply in writing or email to:

Selina Hewlett  
Flatpack Festival  
Unit 118 Scott House  
The Custard Factory  
Gibb Street  
Birmingham  
B9 4AA

Email: [selina@7inch.org.uk](mailto:selina@7inch.org.uk)

Tel: 0121 771 1509

For more information see:

<http://www.flatpackfestival.org.uk>