**ARTS MANAGEMENT INTERN**

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<tr>
<th>Position Status:</th>
<th>Internship</th>
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<td>Hours of duty:</td>
<td>7.5 hours per day. 1 day per week for 8 weeks</td>
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**POSITION PURPOSE**
The Arts Management Intern position is an unpaid role in the PACT team and is responsible for assisting the Artistic Program Manager in the delivery of the artistic program strategy including producing, fundraising and administrative functions.

**RELATIONSHIPS**
The Arts Management Intern reports directly to the Artistic Program Manager and indirectly to the General Manager.

**MAJOR RESPONSIBILITIES**
Under the supervision of the Artistic Program Manager, the Arts Management Intern:
  - Oversees the artistic program schedules
  - Assists with the development and maintenance of stakeholder, VIP and Invite lists
  - Assists with the capture of quantitative and qualitative data
  - Assists with administrative functions including stakeholder database maintenance
  - Observes artistic process of PACT programs

**ENVIRONMENT & POSITION CHALLENGES**
PACT centre for emerging artists is an Incorporated Association and governed by a Board of Directors. PACT is a small organisation with an annual turnover of around $400,000 p.a. PACT receives funding from the Australia Council and Arts NSW and is supported by the Council of the City of Sydney through an accommodation grant.

PACT has a small permanent staff of five including three part-time positions. Staff are located in an intimate office space, where close working relationships, open communication and a sense of humour are essential to the maintenance of a creative and calm environment.
KEY SELECTION CRITERIA

POSITION: Arts Management Intern

Knowledge of:
• Contemporary performance practice

Essential skills and attributes:
• reliable
• attention to detail
• high level accuracy
• writing skills
• basic computer skills
• solid communication skills – written and verbal
• problem solving ability

Desired skills:
• scheduling
• data entry
• research