

APPLICANT PACK



INTERNSHIP PROGRAM

- TECHNICAL PRODUCTION
- PRODUCING

ABOUT METRO ARTS

WEST VILLAGE
WEST END | BRISBANE | QLD



Metro Arts exists to ensure new art is created today, tomorrow and beyond.

Metro Arts is Queensland's leading multi-arts incubator dedicated to the development of contemporary art and independent artists. Over our 43-year history, Metro Arts has been a launch pad and provided ongoing support for career trajectories for some of Australia's finest artists across visual and performing arts.

At Metro Arts we work exclusively in contemporary art because these are the artforms of the future – these are the ones that will make new ways of seeing, thinking and feeling possible.

OUR PROGRAM

Each year, Metro Arts presents a 12-month Arts Program encompassing visual and performing arts.

ART IS WHERE WE LIVE

Every day within our galleries, theatre, workshops and studio spaces, there are artists taking risks, experimenting, developing and creating.

Today our head office is in West End, Brisbane, equipped with state-of-the-art galleries, artist studios and theatre facilities – all located down the old Peters Ice-cream Factory Lane, within the thriving West Village precinct.

Our sister-workshop facility at Norman Park provides vital space for visual artists to create, build and experiment.



ABOUT THE POSITIONS

DANCE24 is a two-week dance festival produced by Metro Arts and co-presented with Blakdance, Mad Dance House, Studio1, and Ausdance QLD, celebrating and elevating new choreographic voices. Centred on an experimental, boundary-pushing, and genre-bending artistic ethos, the festival focuses on developing and supporting independent emerging dance artists.

We have two paid internships for passionate emerging arts workers with an interest in dance, contemporary art, and/or festival program delivery. This is an opportunity for individuals within the first 5 years of their practice to gain on-the-job learning in the areas of technical production and producing.

POSITIONS AVAILABLE

- 1 x Technical Production Internship
- 1 x Producing Internship

Participation in the internship will require between 60 to 90 hours of commitment across a 3-week term. Each intern will receive an honorarium of \$1,000 to cover personal expenses for the duration of the internship period.

- Date of commencement is Tuesday 14 May 2024.
- End date is Saturday 1 June 2024.

ABOUT THE ROLES

Venue Technicians and Producers play an important, often multi-faceted role crucial in the delivery of events. At Metro Arts, the producing and venue team work closely with artists to realise and deliver their creative ambitions, in a safe and effective manner.

This includes providing management and delivery of technical services and venue operations, supporting the logistical and creative development of work as well as maintaining the venue and ensuring ongoing adherence of the venue's Health, Safety and Environment policies and procedures.

TECHNICAL PRODUCTION INTERN

KEY RESPONSIBILITIES

Venue Technicians are responsible for bumping-in performance works, overseeing and setting up the venue with the technical needs of the works, overseeing rapid changeovers between several events to ensure activities remain on schedule, problem solving technical issues, assisting with technical plotting, and operating lighting, sound, and AV, as required. The Technical Production Intern will learn under the guidance of Metro Arts' Venue and Technical Coordinator, whilst playing a role in the effective role out of DANCE24 lead by the Festival Production Manager.

Key learning outcomes directly related to job readiness in technical production include:

Providing technical support to main house and auxiliary programming as part of DANCE24, including :

- Assist the Technical Coordinator in all venue coordination tasks including liaising with artists and producers, as needed;
- Undertake safe and effective installation, maintenance and use of all technical equipment; and
- Attend production meetings (if available), throughout the term of the internship.

Providing Technical Operation support, including:

- Assisting in the setup and operation of technical equipment including audio, vision, and lighting, on specific events as required.
- Assisting with bump in and out as required;
- Observing and assisting with the focusing and plotting of works;
- Observing and assisting with technical and dress rehearsals, including taking and actioning technical notes;
- Assisting with basic live mixing at events as needed; and
- Observing and assisting with the operation and delivery of events, including soundchecks and preshow checks, and liaison with front-of-house staff.

Assisting in maintaining a safe working environment for all users and occupiers by:

- Shadowing the Technical Coordinator in conducting briefings and site inductions;
- Taking a proactive role in identifying and advising on the ratification of potential WHS issues;
- Complying with and actively contributing to safe work practices.

In doing so, the Intern will learn the standards of working in a professional context - to work in a proficient manner that adheres to the quality expected, and comply with any time limits for the performance of duties.

PRODUCING INTERN

KEY RESPONSIBILITIES

Producers are responsible for building and maintaining valuable relationships, developing schedules, and making sure everyone involved in a project has the information and resources they need to do their best work.

The Intern will learn under the guidance the Metro Arts team developing a broad understanding of the operation of festival delivery, including but not limited to Artist Management, Marketing and Communications, Front of House, Ticketing, and Development.

The Producing Intern will learn under the direct guidance of Metro Arts' Senior Producer and the festival Associate Creative Producer.

Key learning outcomes directly related to job readiness in producing include:

Providing producing, logistical and administrative support to assist with managing festival events to the highest artistic and technical standards. This includes, but is not limited to, assisting with:

- Liaising with artists, suppliers, and stakeholders;
- Developing event resources such as Front of House briefing documents; and
- Other general administration tasks to ensure the smooth preparation and delivery of projects.

Assisting with ticketing services, including organising complimentary tickets for artists and stakeholders, and other ad hoc tasks as required.

Assisting with Front of House services, such as ushering, as required and during delivery of events.

In doing so, the Intern will learn the standards of working in a professional context - to work in a proficient manner that adheres to the quality expected, and comply with any time limits for the performance of duties.

APPLICATION PROCESS

Please email your application by 11.59 PM (AEST) Sunday 17 March 2024 with 'Dance24 Internship Application' in the subject line to info@metroarts.com.au

Your application should include:

- A short cover letter indicating your interest in the role and relevant experience in response to the duties and selection criteria listed.
- A current resume, including contact details for two referees
- Your application should be no more than four pages total (1-2 page cover letter, 1-2 page resume).

KEY SELECTION CRITERIA

- Within your first 5 years of practice.
- Ability to establish and maintain positive professional relationships with new artists and colleagues in a dynamic, fast-paced environment.
- Developed oral and written communication skills.
- Ability to work under pressure, prioritise tasks and meet deadlines.
- Ability to work independently and take responsibility and also to work as a member of a small team.
- A commitment to new contemporary work of excellence.

YOUR COVER LETTER SHOULD INCLUDE:

- A brief overview of your previous experience.
- Why do you want to work with Metro Arts?
- What do you hope to achieve through this internship? Eg. Make industry connections, develop specific skills, etc.
- Please provide your availability between Tuesday 14 May and Saturday 1 June 2024? Do you have any prior commitments that we need to be aware of?
- For Technical Interns only: In a technical capacity, what area do you feel most competent in and what would you like to upskill in? Eg. competent in lighting but would like to upskill in production management skills, etc. (max. 300)

APPLICATION TIMELINE

APPLICATIONS CLOSE

SUNDAY 17 MARCH 11.59PM (AEST)

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GENERAL INFORMATION

If you have any questions about the role that are not answered by this document please contact Metro Arts' Senior Producer – Danielle Carney via email - danielle@metroarts.com.au | 07 3002 7100



Everything you imagine is real. (2022). Anna Carey. Giclee Print, 100 x 88cm. Edition 6 (detail).

Metro Arts is committed to equality and diversity, through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and culture of all members of our community. We make every effort to ensure that no member of the community receives less favourable treatment in our recruitment or when accessing our services on the grounds of gender, gender identity, disability, race, religion or belief, age or sexual orientation.



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