**Cultural Intern Scheme Placement Proposal // 2015 – 16**

**BIRMINGHAM REPERTORY THEATRE**

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| **Proposed placement period** | From: 05 October 2015  To: 25 March 2016 |
| **Address where placement would be carried out** | *The REP*  *Broad Street, Birmingham, B1 2EP* |
| **Department responsible for the placement** | *Learning and Particpation* |
| **Placement supervisor** | *Steve Ball, Associate Director* |
| **Description of the project/s to be undertaken** | ***Specific details of the project/s to be delivered, with any associated milestones and targets.***  The ON THE EDGE World Festival of Theatre for Young Audiences will take place from 2-10th July 2016 in Birmingham.  It will provide an unprecedented opportunity for the TYA sector in the UK and provide unique cultural and artistic opportunities for young people, families and schools. The festival will increase the profile of performing arts for children and young people amongst the wider sector, the media, schools, families, politicians and decision makers. It will encourage opportunities for international exchange and collaboration, promote UK work internationally and provide exceptional networking opportunities.   This will be the first time that an ASSITEJ Festival has been held in the UK.    ON THE EDGE is led by a steering group made up of:   * Executive Producer; Steve Ball, Associate Director at The REP * Artistic Director, Purni Morell, Unicorn Theatre * Communications Director Nina Hajiyinanni, Action Transport Theatre * Symposium Director, Philip Hardy, TYA Ireland * Welcome Director, Paul McEneaney, TYA N. Ireland and Cahoots Theatre     The team is looking for an Assistant Producer/Intern to assist the Producer of the 2016 ON THE EDGE festival. |
| **Intern’s role within the main placement project** | ***Specific details of the role to be undertaken by the intern and details of the activities that the individual will undertake.***  To support the producer with the production and planning of the 2016 festival which may include the raising of funds, development and implementation of management, financial and operational structures and systems for the ON THE EDGE FESTIVAL which inform, support and are appropriate to the needs of the Festival's artistic aims, educational strands and programme.    To be part of a delivery team that will include a Marketing Officer, Production Manager and a Volunteers Coordinator (all to be recruited).     To assist with liaison with the Festival's funding bodies, prepare and supply all information required by them and ensure that the Festival is at all times complying with the terms and conditions of funding.    To assist with ensuring an adequate standard of care and support for the Festival’s public customers.    To assist with liaison with existing Festival partners and venues negotiating and agreeing partnership terms and ensuring that appropriate contracts or agreements are in place and signed.    To assist with liaison with and contract visiting artists to the festival, including supporting the arrangement of their travel and accommodation ensuring that appropriate contracts or agreements are in place and signed.    To assist with Liaison with Marketing Birmingham and partner hotels in the city regarding accommodation requirements for the festival    To assist with Liaison with the wider team regarding areas of the programme, eg, prop and set requirements with the production manager, FOH requirements and stewarding with the volunteers coordinator, assist with PR strategy and marketing requirements with the Marketing Officer (eg, purchase of delegate bags etc) support and manage the intern.    To attend meetings of the steering group and updating on areas of responsibility and relevant reports.    Assist with the evaluation of the festival with the external evaluator.    Assist with ticketing and delegate packages for the festival. |
| **Purpose of the placement** | *What will the intern gain from the placement, to be described in terms of skills, knowledge, experience , competencies and networks to be developed.*  The intern will gain first hand experience of working on a high profile international festival |
| **Benefit to the organisation** | *Describe how the organisation will benefit from the placement*  The REP and the festival will benefit from the young person’s input into the project management and delivery of a theatre festival for young audiences as well, as benefiting from the extra support in the delivery of the festival and symposium. |

**Training Activity Checklist**

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| **Category :** | **Training Activities** |
| Collections Management and Care | Managing or maintaining database |
| Exhibition and Display | Exhibition coordination |
| Assisting with the installation/de-installation of exhibitions |
| Artist liaison |
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| Marketing and publicity | Market research |
| Marketing and promotions |
| Audience development |
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| Events | Event coordination |
| Event delivery |
| Production assistance (performing arts) |
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| Access and Interpretation | To deliver or assist with the delivery of education and outreach programmes |
| Population of website |
| Social media |
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| Policy and Finance | Fundraising and development |
| Policy-making |
| Grant/award administration |
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| Administration and Other | Responding to curatorial enquiries |
| Project management |
| Membership scheme liaison/management |
| Customer service |
| Writing or editing |
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| Clerical assistance (photocopying etc) |
| Organising meetings |
| Other (please state) |

**Checklist of applicable Skills/Capabilities expected to be developed**

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|  | **Some relevance** | **Very relevant** |
| Oral communication (including telephone) |  | x |
| Written communication |  | x |
| Writing/editing for publication (e.g. web, promotional materials) |  | x |
| Team working |  | x |
| Finance | x |  |
| Marketing |  | x |
| Public relations | x |  |
| Social networking | x |  |
| Research skills |  | x |
| Problem solving |  | x |
| Innovation (e.g. helping organization to develop its services) | x |  |
| Personal initiative |  | x |
| Use of a second language | x |  |
| IT skills |  | x |
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