

March 2010

Programme Internship with Chester Performs

Period of Post: April – November 2010 / minimum of three days per week

Deadline for applications: Thursday 8th April 2010

Chester Performs

Chester Performs is responsible for the development of the performing arts in and around the city. It is the area's leading producer of innovative cultural performances and events.

We produce a diverse range of performance projects, embracing contemporary performance, theatre, digital media, music and dance. Projects offer a variety of opportunities for young people and communities as well as professional artists and organisations. Work is, on the whole, presented in non-traditional venues across Chester and Cheshire.

Further information about the organisation and the work that we do can be found at www.chesterperforms.com.

Job Description

Chester Performs is seeking a committed individual to take on a Programme Internship. The successful candidate will be required to support the development and delivery of the organisation's diverse programme; *Screen Deva*, a film and digital media festival for Chester (May/June); *SOAPBOX*, a regular programme of contemporary performance and film, presented in non-theatre spaces around Chester; Grosvenor Park *Open Air Theatre* programme (July/August), and *Up the Wall*, a twilight performance and artist installation event in October. The Programme Internship offers the right candidate the opportunity to gain invaluable experience of working within a busy arts organisation.

This post is unpaid, but Chester Performs will cover expenses of up to £350 per month (dependent on number of days worked). The successful applicant will also be supported in their search for paid employment at the end of the internship.

Specific tasks include:

- Assist with the smooth running of the organisation's programme
- Liaise with and co-ordinate artists arrangements
- Assist with general office and project administration
- Assist with the delivery of projects and events
- Assist with the marketing and promotion of the organisation's programme
- Assisting with any other duties that may be required
- Some out of office hours work may be required in the run up to and during events

Person Specification

Chester Performs is a small organisation, therefore the successful candidate must be able to work on their own initiative. We are looking for a committed, enthusiastic and motivated person, a can-do attitude is essential as is the ability to work well under pressure. The position would suit a recent events or arts graduate looking to develop a career in the arts.

For more details please contact Amber Knipe on 01244 409133, amber@chesterperforms.com.

To apply for the post please send a copy of your CV and a covering letter, outlining your skills, experience and reasons for considering the application to amber@chesterperforms.com. Alternatively you can post to, Chester Performs, 55 – 57 Watergate Row South, Chester, CH1 2LE.