

## Associate Producer Internships

Three positions available. Applications close 5pm, Monday 20 June 2020

The Small Press Network promotes independent publishing and supports diversity within the broader publishing industry. Its annual Independent Publishing Conference brings together Australia's small and independent presses for a multi-day event to be held in November in Melbourne. This year we are again running our Associate Producer program.

**As this year's conference will be held online for the first time, the Associate Producers will also be working entirely online.**

There are three positions open:

- **Digital:** Learn about managing communications and social media in a digital world.
- **Operations:** How do you put on a conference entirely online across multiple time zones? Learn how.
- **Design:** How do you design effective collateral in a highly visually saturated world? Learn how.

The program is designed for those who would like to gain practical experience in arts management, including those who want to complete a placement as part of an academic or vocational course.

### Benefits for Interns

- Obtaining course credits (subject to individual course requirements) if applicable
- Developing transferrable skills and professional networks
- Opportunities to make professional contacts
- Create the foundation for a career in publishing or arts management
- A complimentary full conference pass

### How to Apply

Send your application to [jessica@smallpressnetwork.com.au](mailto:jessica@smallpressnetwork.com.au) by 5pm Monday 20 July. Include:

- your CV
- responses to selection criteria using subheadings for each and giving concrete examples that demonstrate how you fulfil them
- contact details for two referees who have managed or taught you. If you have any questions, please contact Jessica, conference coordinator at [jessica@smallpressnetwork.com.au](mailto:jessica@smallpressnetwork.com.au)

### Selection Criteria

- Why SPN's Associate Producer is the right internship for you
- Excellent communication skills, including managing email
- The ability to work both independently and as part of a hard-working team
- Excellent time management skills and the ability to commit to a consistent weekly schedule.

### Conditions

- This position is voluntary.
- You will need your own laptop.
- Associate Producers report to the Conference Manager
- Time commitment is a five-hour day per week, beginning first week of August, with extra time closer to and during the event. You will need to be available for extended hours during the week of 22–29 November 2020.