



# Festival Assistant Internship Frequency Festival 2019

## About the Internship

Internships at Frequency Festival are part of the RADAR Creative Graduate Scheme and are open to University of Lincoln College of Arts graduates from within the last three years (graduation years 2017, 2018 and 2019).

The RADAR Creative Graduate Scheme offers paid internship placements and mentorship for creative graduates looking to gain hands-on experience within the creative sector and a head start after University.

## About the Festival

Frequency Festival is an international festival of digital creativity, showcasing innovative works by emerging and established artists, creative technologists and performers.

This year the festival is taking place in Lincoln from 24-27 October 2019, with a jam-packed programme across four days.

Since its inception in 2011, Frequency has hosted over 450 local, national and international artists, exhibiting their work to over 60,000 visitors across four festival editions. Frequency draws the city's residents and its visitors off their intended path to discover a world of digital, electronic and hybrid art in unusual spaces; mainly the city's heritage spaces and its shopping precincts, and into its venues, museums and galleries.

Frequency Festival is produced by **Threshold Studios**, in partnership with the **University of Lincoln** and supported using public funding by the National Lottery through **Arts Council England**.

Find out more about the festival on our website: [www.frequency.org.uk](http://www.frequency.org.uk)

## The Team

**Threshold Studios** are Festival Directors of Frequency Festival, and have been Producers of Frequency ever since establishing the festival in 2011.

Threshold Studios is a social enterprise with a strong track record of working with new and emerging technologies; specialising in the production of exhibition of digital, moving image and public realm works.

Threshold has been delivering industry-facing training linked to production schemes for 21 years and have delivered 49 paid internships since 2011.

## The Role

This development opportunity is an invaluable experience for anyone who has a passion for widening access to participation and specifically volunteering opportunities. Often, cultural activities are as strong as the communities that support them, we are looking for someone who has the skills and the drive to inspire people to sign up and be part of something.

This role entails:

- Marketing volunteering opportunities to students to recruit volunteers to the festival
- Co-ordinate Volunteer inductions
- Manage distribution of any marketing materials related to volunteering
- To complete any necessary paperwork related to volunteer monitoring and/or health and safety
- To co-ordinate and support volunteers during festival week from the production office including supporting Festival Directors with any necessary induction/instruction at the start of each day
- Co-ordinate return of evaluation/monitoring paperwork collected by volunteers to submit to the festival team
- Liaise with the Festival Directors about the daily co-ordination of volunteers and festival teams
- First point of contact for volunteers
- Manage volunteer databases and information
- Produce daily schedules and share with volunteers



## Personal Requirements

### Essential

- Qualified to Degree Level - Graduate of University of Lincoln College of Arts (any subject) from within the last three years (graduation years 2017, 2018 and 2019)
- Good IT skills and use of Microsoft office programmes
- Passion for community engagement
- Excellent organisational skills and planning
- Strong interpersonal skills
- Strong co-ordination skills
- Experience of working with teams of people
- Ability to multi task
- Calm under pressure
- Good at working long hours with early calls

### Desirable

- Experience in volunteering
- Driving Licence and own transport

### Key Dates

Application closing date: **31 July 2019**

Interview date: **22 or 23 August 2019**

Start date: **23 September 2019**

Internship will be throughout October with an induction in September.

Exact start date and internship timetable and development sessions will be agreed with the successful candidate on appointment.

Throughout the month of October the internship is full time hours in the lead up to and during the festival period. Some evening and weekend work will be required.

### Salary

National Minimum Wage of £7.70 per hour for approximately 160 hours.

### How to Apply

To apply for one of our internship roles, please email your CV and cover letter (no more than one page) to [hattie@thresholdstudios.tv](mailto:hattie@thresholdstudios.tv). Please include the name of the internship role you are applying for in the subject header.