

# PHILLIP ADAMS BALLETLAB

## POSITION DESCRIPTION: *Marketing and Communications Intern*

**PERIOD OF POSITION:** 6 months from week beginning 6 February 2017. Applications due Sunday 29 January. We will conduct interviews the week beginning February 6 for a start date February 13 2017.

**WEEKLY HOURS:** 1 day per week/ 8 hours. (Preferably Monday or Tuesday)

**REPORTS TO:** Phillip Adams BalletLab (PABL) Project Officer and PABL Executive Producer

This is a guide to the nature of the work and the internship may include other tasks. PABL can complete paperwork for internship programs at University or TAFE. As we are a small not-for-profit arts organisation, the internship is unpaid. You will be fully welcomed into our team and we are happy to provide references and in-kind project space.

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## ABOUT US

At Phillip Adams BalletLab (PABL), everything begins with the body. We think visually as much as physically to create and curate unmediated experiences that contest the boundaries of contemporary arts practice. We are a seminal dance and arts organisation, a leading platform for rigorous creative exploration, unorthodox collaborations and new thinking; leveraging projects between performance and museum/gallery contexts. Established in 1998, PABL has achieved over 17 years of acclaimed dance practice cultivated through the unique vision of Artistic Director, Phillip Adams. We are leading advocates for queer-orientated practice and performance.

Most recently, PABL's highlights span diverse local and international collaborations including *Pacific* (2016) a sublime choreographic commission for Companhia de Ballet da Cidade de Niterói, Brazil; *Smudge* with Indigenous visual artist Brook Andrew; and an Asialink residency at Akbank Sanat, Istanbul (2015). Amongst this, we have secured a new home venue at South Melbourne's historic Temperance Hall (TH). We invite you to contribute at this critical juncture.

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## OVERVIEW OF THE ROLE

This is a unique opportunity for a Marketing and Communications Intern to assist with writing and compiling content and marketing materials for PABL's new Temperance Hall (TH) website. The TH Marketing and Communications Intern reports to the Project Officer (PO) and Executive Producer (EP) and contributes to the company environment and online presence in an efficient, bright and pragmatic way. Under guidance and mentorship, the role is responsible for editing and writing website content, selecting and compiling images and video content and preparing e-news and social media items. It would suit a Marketing/Arts Management/Graphic Design student seeking to develop their portfolio and gain valuable experience working for a prominent organisation within the small to medium arts sector. The Marketing and Communications Intern will be join a passionate team of staff during an exciting foundational period of development establishing PABL's new home space, Temperance Hall. The creation of our new Temperance Hall website is a special project for our company and we anticipate launching the website in the second half of 2017.

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## KEY RESPONSIBILITIES

This role has been designed to work specifically on the new website project. We require an organised, confident and reliable intern to assist with this exciting development and see the project through over 6 months to its launch.

### Marketing

- Contribute to development and editing of written website content, compiling content including information about venue hire, company projects, artistic profile, TH history, sponsorship and patron opportunities.
- Assist in the compilation of PABL images and video content for the new website
- Resize images and format video files as required
- Assist compile, edit and proofread e-news and social media content.

### Administration

- Contribute to mailing lists in the company database and continue to build the subscriber base
- Contribute to the preparation of grant reports and other project documentation as required.

### Event assistance

- Contribute to assisting at PABL events including assistance at development showings, fundraisers, launches etc. where available.

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## TO APPLY

Provide a CV with referees (max two pages) and a short cover letter (max one page) outlining why you would like to intern at Phillip Adams BalletLab. Contact Project Officer Briony Galligan [briony@balletlab.com](mailto:briony@balletlab.com) with any questions or call the office on (03) 9645 9937.