



Event Management & Production Internship

Native Events is the driving force for sustainability in the events and cultural sector in Ireland. The company offers sustainable events services and infrastructure, as well as consultancy and advice to the creative and events industry. Partnering with many high profile events and festivals throughout the calendar year we now have an exciting opportunity for an Event Management & Production Support team member to join Native Events in early 2023.

The Event Management & Production Internship is a project-based role, working at a range of events and festivals on behalf of Native Events' projects and clients, and working closely with the wider operations teams at each event. This role will work with two different teams - Event Production and Sustainability Coordination at Festivals and Events - to help to deliver smooth, impactful and memorable events with minimal environmental impact.

Key Liaison with: Internally; Event Manager, Sustainability Coordinator (Festivals and Events Lead), Communications Lead. Externally; Local Authorities, Independent Festival Directors/teams, Programme Managers, Bars Operators, Traders, Ticketing & Entrance Manager/Accreditation, external stakeholders and suppliers.

ROLE REQUIREMENTS

You will provide administrative support to the Event Manager, developing and delivering events and activations for a range of clients.

You will collaborate with many members of our team and offer them enthusiastic support; all the time learning more and providing more hands-on assistance.

Ultimately, you will gain broad experience in Event Management and should be prepared to enter any fast-paced work environment.

Event Advancing:

- Collating the site and infrastructure needs for event(s) including various departments, stages, activations, campsites, concessions and bars.
- Compilation of event schedules in order to develop the Master Production Schedule (pre, during, post-event).
- Sourcing of competitive quotes for infrastructure and site facilities, safety-related contracting and maintaining supplier relationships.
- Sourcing of local, alternative or sustainable alternatives or solutions for event-related activities and suppliers.
- Liaising with internal event/festival team departments to collate event-specific requirements.
- Supporting Safety Teams on the development of Event Safety Management Plans, including compilation of documentation required for handover to statutory bodies.

At Event:

- Assisting the Event Manager, Production Manager and Site Manager with the smooth running and operation of the production office.
- Assisting in creating an inclusive, welcoming and kind space within the production office.
- Liaising with suppliers on deliveries and collections on site.
- Assisting with the administration and operation of the distribution department.

Communications

- Attend and report into regular Native Events team meetings, and various events team meetings as required.
- Input into the compilation of post-event reports.
- Attend post-event debriefs.

PERSON SPECIFICATION

- Highly organised and a proven ability to multitask
- Superior time management
- A clear communicator both in person and online
- Strong administrative skills are required for this role
- Calm under pressure
- Can demonstrate creative thinking and innovative problem solving
- Excellent knowledge of the music and culture scene both nationally and internationally is a bonus
- Sustainability-minded with the drive to push the sustainable ethos of our clients
- Must be able to follow an agreed-upon work plan and work with confidence and independence
- Proven ability to be resourceful and detail-oriented.
- Willingness to learn and up-skill.

TERMS as per contract and in addition:

- This role will start ideally in **January 2023**
- This contract is made up of a combination of administrative days and onsite days at events
- While the role is initially based at D-Light Studios there will be flexibility with remote working depending on team meetings. The role requires flexibility with work hours and location-based work on-site
- To apply for this position please send a CV and accompanying cover letter to kyle@nativeevents.ie
- Closing date for applications is **tbc**