



Sustainability Coordination & Policy Research 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 a Sustainability & Policy Research team member to join Native Events in early 2023.

The Sustainability Coordinator Internship is a dual role, incorporating both research activities and project-based implementations, 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 the Sustainability Coordination Festivals and Events team - to help to deliver smooth, impactful and memorable events with minimal environmental impact.

Key Liaison with: Sustainability Coordinator

ROLE REQUIREMENTS

You will provide administrative support to the Sustainability Coordinator, developing and implementing sustainability strategies and campaigns for 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 sustainable event management and should be prepared to enter any fast-paced work environment.

Sustainability Coordination

- Support on consultation projects - strategy and policy work with Native Events' clients in the transition towards a more sustainable Irish events and cultural sector
- Policy research in energy transition, corporate responsibility, stakeholder engagement, equality, diversity and inclusion
- Data collation and management for waste reduction strategy work, carbon calculations and reporting
- Inventory management of equipment and infrastructure for sustainability initiatives
- Support the delivery of workshops and webinars for prioritising targets and goals for client organisations
- Act as Sustainability Officer onsite at Native Events productions and on behalf of clients' shows and activations

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
- Research on monitoring tools

PERSON SPECIFICATION

- Detail-orientated, highly organised and a proven ability to multitask
- Superior time management
- A clear communicator both in person and online
- Report writing and presentation capabilities
- 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 agreement 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**