

# Summer Internship Vacancies 2019

## About Shakespeare4All.

Shakespeare4All Company Limited (S4A) was founded in 2003 with the financial support of Swire Properties and is a charity registered under S88. Our mission is to 'inspire young people to aspire to excellence' offering a learning environment that is creative within an innovative framework that encourages students to realise their full potential.

## Passionate Arts Administration Interns wanted.

It is a training for 2-3 months, non-remunerated.

The Intern is to be assigned to 2-3 projects of S4A on specific task basis, and learn their knowhow by working alongside with the current teams, overseen by the Artistic Director and General Manager directly.

The intern is expected to apply his/her knowledge and skills in the workplace while learning, and thus enhances results.

The training will cover areas of programming, venue operations, or technical and production co-ordination, but probably not all of them due to time constraints. Tasks will be assigned according to the strengths and aspirations of interns individually.

The S4A internship is designed for students with interests and skill sets in the following:

- a. Programme Management – Conducting Arts Education in schools and the community, translation of script, research & evaluation, accounting & budget control, report & proposal writing.
- b. Event Management - Venue Operations including the front of house management, booking of venue, appointment of ticketing agents, pricing of tickets, marketing and communications.
- c. Stage and Project Management – Co-ordination of the artistic, technical and production teams, including rehearsals and production scheduling, involvements of technical direction, lighting design and technology, sound design and technology, and their impact.

## Selection Criteria:

- a. current university under-graduates with major in English, drama, cultural or business studies preferred
- b. passionate in the arts and their promotion to children and the community with demonstrated experience, voluntary or paid
- c. ready for a non '9 to 5' workhour and to offer solutions to problems
- d. multi-tasking, analytical and detail minded
- e. fluent in spoken & written English and Chinese, and
- f. a competent computer user, with social media competency a plus.

The intern will be reporting to the team leader as he/she is assigned to, and be appraised regularly via the following channels:

- a. Team discussions – weekly basis to know progress of specific task
- b. Staff meetings – self report of work on bi-weekly basis
- c. Post-performance de-brief – a summing up of pros and cons of each performance and self-reflection
- d. End of term appraisal and self-reflection

Upon the completion of the internship the Artistic Director will offer a detailed reference letter covering the numbers of hours, areas of work trained in, his/her involvements and their respective performance.

The internship covers ONE the following periods:

- a. 1 June to 31 July 2019
- b. 1 July to 31 August 2019
- c. 1 June to 31 August 2019

Working hours:

9:00 – 18:00, Monday – Friday, with occasional overtime work on technical rehearsal and/or performance days. Compensated leave is arranged to cover overtime work in the following 7 days agreed mutually by the general manager and intern.

Number of internships available: THREE

To apply: Please email to S4A at [eunice@s4a.org.hk](mailto:eunice@s4a.org.hk) specifying the following:

- a. Why you are interested in this internship
- b. Your aspirations and strength
- c. Time period available
- d. Information of 2 Referees from your faculty of study and their contact emails. Referees will only be contacted for candidates with interview offers.

Application deadline: 10 May 2019

Offer confirmation: on/before 31 May 2019