

Young Curators Programme — Performing Arts Internship

The Young Curators Programme is an initiative at The Dock to provide paid work experience and funded training opportunities for young people in the arts and culture sector in Ireland and internationally, to collaborate with young people on delivering strategic aims and priorities of the organisation, and to involve young people in policymaking and future-proofing activities.

We are seeking applications from young people aged 18 to 25 years for creative internships at The Dock. The intern will be employed for 2 days per week for 20 weeks at a net rate of €100.00 per day. The internships are funded by Leitrim County Council's Creative Ireland programme managed by the Arts Office and Local Enterprise Office.

About The Dock

The Dock is Leitrim's flagship arts centre, housed in a landmark, riverside venue in Carrick-on-Shannon, Ireland. Built in 1828 as a Courthouse, The Dock is a significant heritage building which was restored by Leitrim County Council and reopened in 2005 as an award-winning arts centre. Facilities include three galleries, a theatre, community meeting spaces, and artists' studios. We present an artistic programme that spans dance, music, theatre, visual arts and more. We host and deliver socially-engaged activities and projects that provide opportunities to connect artists and communities in a meaningful way.

Equality, diversity and inclusion

The Dock is committed to being an equal opportunities employer and to doing the work to ensure the future of the arts is more equal, equitable, and representative of Irish society. We are particularly interested in applicants who are currently underrepresented within our team and sector; this includes but is not exclusive to people with Asian, Black, and ethnically diverse heritage, from the LGBTQIA+ community, and/or from working class background.

About the role

The Performing Arts intern will work closely with the Events Manager to deliver performing arts events at The Dock. The key responsibilities are:

Front of House and Box Office

- Prepare Front of House for events

THE DOCK

- Prepare and supervise facilities for artists and visitors
- Assist with events in the Theatre
- Be a public point of contact for visitors

Visitor Experience

- Promote a safe and welcoming environment for visitors
- Answer questions and queries about The Dock
- Assist visitors with special requests
- Assist with visitor surveys and focus groups

General

- Read and abide by The Dock's policies and procedures
- Undertake Safe to Create and other training as required
- Other duties may be reasonably requested by the Events Manager

Special projects

The Performing Arts intern will assist The Director with the programme development for the newly established Youth Advisory Board. The intern will participate in meetings, training sessions, and policy discussions to better understand leadership, decision-making, and policy processes in the arts. The intern will assist with the preparation and launch of this community programme.

Person specifications

Essential

- Genuine interest and enthusiasm for the arts
- Excellent time management
- Positive and courteous verbal and written communications
- Ability to work in a busy environment
- Available to work evenings and weekends

Applicants should be 18+ years old and ideally live local to Carrick-on-Shannon. Please apply for the Young Curators Programme by sending a cover letter outlining why you would like to work at The Dock and your CV to thedockartscentre@gmail.com by 10am on Saturday 26 September.