



What is the Small Press Network?

SPN promotes independent publishing and supports diversity within the broader publishing industry. In 2011, it created the [Independent Publishing Conference](#) to bring together Australia's small and independent presses for a multi-day event exploring the joys and challenges of the sector.

Associate Producer Internships

3 positions available

This year SPN is running, for the first time, an Associate Producer internship program.

The program is designed for people with enormous passion and drive who would like to gain practical experience in arts management, particularly those who want to complete a placement as part of an academic or vocational course.

Benefits for Interns

- Obtaining course credits (subject individual course requirements)
- Developing transferrable skills and professional networks
- Obtaining a letter of reference (if required)
- Opportunity to make professional contacts
- Create the foundation for a career in publishing or arts management
- A complimentary full conference pass (valued at \$289)

How to Apply

Send your application to conference@smallpressnetwork.com.au by 5pm Monday 18 July 2016. Include a copy of your CV showing relevant experience and address the selection criteria and provide two referees we can contact.

If you have any questions, please contact Conference Coordinator Sarah Jansen on 0408 875 577 or conference@smallpressnetwork.com.au.

Selection Criteria

- Why SPN's Associate Producer is the right internship for you right now.
- Excellent communication skills, including managing email.
- The ability to work both independently and as part of a hard-working team.
- Excellent time management skills and the ability to commit to a consistent weekly schedule, taking into account other work and study.

Conditions

- This position is voluntary.
- You may need your own laptop.
- Time commitment is half a day a week, beginning the week of 1 August with potential extra time leading up to and during the Conference.
- Days and hours of work to be negotiated with the Conference Coordinator. Some work outside of these hours might be necessary, for example, to attend meetings.
- Associate Producers report to the Conference Coordinator.
- Most work will be at the Wheeler Centre, Little Lonsdale St, Melbourne, although some additional off-site work may be required.