



## About the Small Press Network

SPN promotes independent publishing and supports diversity within the broader publishing industry. Its annual **Independent Publishing Conference** brings together Australia's small and independent presses for a multi-day event to be held in November in Melbourne. This year we are again running our Associate Producer program.

### Associate Producer Internships

Three positions available | Due 5pm, Friday 18 May 2018

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

#### Benefits for Interns

- Obtaining course credits (subject to individual course requirements) if applicable
- Developing transferrable skills and professional networks
- Obtaining a letter of reference (if required)
- Opportunities to make professional contacts
- Create the foundation for a career in publishing or arts management
- A complimentary full conference pass (valued at approximately \$300)

#### How to Apply

Send your application to [conference@smallpressnetwork.com.au](mailto:conference@smallpressnetwork.com.au) by 5pm Friday 18 May. Include:

- your CV
- responses to selection criteria using subheadings for each and giving concrete examples that demonstrate how you fulfil them
- contact details for two referees who have managed or taught you. If you have any questions, please contact SPN secretary Michaela Skelly at [conference@smallpressnetwork.com.au](mailto:conference@smallpressnetwork.com.au)

#### Selection Criteria

- Why SPN's Associate Producer is the right internship for you
- 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.

#### Conditions

- This position is voluntary.
- You will need your own laptop.
- Associate Producers report to the Conference Manager.
- Time commitment is a five-hour day per week, beginning first week of June, with extra time closer to and during the event. You will need to be available all day 22, 23 and 24 November.
- Days and hours of work to be negotiated with the Conference Manager. Some work outside of these hours might be necessary, for example, to attend meetings and events.
- Most work will be at the Wheeler Centre, Melbourne CBD. Off-site work may also be needed.