

## Position Description

JACE Internship

**BELL  
SHAKESPEARE**

<b>Reports to:</b>	Development and Events Manager	<b>Team:</b>	Development Marketing Operation Education Artistic
<b>Position Holder Signature:</b>	Bell Shakespeare intern	<b>Status:</b>	Intern

### Intent of Position Description

This position description will provide a representative summary of the JACE 4-week (or equivalent) paid internship program.

### About Bell Shakespeare

Bell Shakespeare is Australia's national theatre company specialising in the works of William Shakespeare. Established in 1990 by renowned Australian actor/director John Bell, his vision was to take the greatest works of our theatrical heritage and make them meaningful and accessible to Australians of all backgrounds and locations. Now under the directorship of Peter Evans, Bell Shakespeare remains Australia's only truly national theatre company, staging productions for some 150,000 people each year which includes an impressive education and community program that reaches 80,000 students, teachers and other members of the community.

### About the JACE Internship

Bell Shakespeare has an opportunity for an intern to join the administration team located at Pier 2/3, Walsh Bay, Sydney, for a total of 20 days consisting of 8-hour shifts. The internship will take place on days to be negotiated during August and September 2025. Normal office hours are Monday to Friday, 9.00am – 5.00pm.

This is an arts administration internship. The intern will have the opportunity to be immersed in the day-to-day administration of a major Australian theatre company and is suitable for young people who have an interest in building a career in arts management.

The intern will work for the equivalent of one week in each of the following Bell Shakespeare Departments:

- Development (Philanthropy and Partnerships)
- Marketing
- Education
- Production and Operations
- Artistic

### Candidates for this internship do NOT require

- Experience in the arts industry
- A tertiary qualification
- English as a first language
- An Australian driver's license
- Australian citizenship or permanent residency

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### Candidates for this internship DO require

- Minimum age 18+ years
- A valid visa with permission to work

### Key Learnings

#### General

- Overview of a professional Theatre Company
- Structure of a cultural organisation
- First encounter with and training in Tessitura (CRM system – commonly used in Arts Organisations)

### Key Learning by Department

Key Learnings	Development
	<ul style="list-style-type: none"><li>• Overview of Arts Philanthropy</li><li>• Research and identification of potential donors/ supporters</li><li>• Stewardship of donors and supporters, expressing thanks</li><li>• Overview of Partnerships, contracts and sponsor benefits</li><li>• Development Events, their purpose, planning and delivery</li></ul>
Key Learnings	Marketing
	<ul style="list-style-type: none"><li>• Overview of promotional campaigns</li><li>• Publicity and media</li><li>• Copywriting and communications</li><li>• The subscriber program</li><li>• Launching an annual season</li><li>• Box-office operations</li><li>• Marketing to schools</li></ul>
Key Learnings	Education
	<ul style="list-style-type: none"><li>• Overview of Bell Shakespeare's student and teacher programs</li><li>• Scheduling for The Players and Teaching Artists</li><li>• Observe an educational workshop/activity</li><li>• Collecting feedback and evaluating the programs</li></ul>
Key Learnings	Production and Operations
	<ul style="list-style-type: none"><li>• Overview of the production/process timelines of a show</li><li>• Working with creatives to realise a show</li><li>• Company Management (Live Performance Association (LPA) awards)</li><li>• Building and venue management</li><li>• Policies</li></ul>

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Key Learnings	Artistic / General Management
<ul style="list-style-type: none"><li>• Understanding State and Federal Arts Policies</li><li>• Programming a national annual season</li><li>• Experience the rehearsal room</li></ul>	

### Selection Criteria

#### Essential criteria

The successful candidate will be passionate about the arts and willing to learn.

### How to Apply

If you think that the above sounds like you and you are ready to work with the team at Bell Shakespeare, please submit your application by sending a copy of your resume and a cover letter or short video introducing yourself and explaining why you are interested and suitable for the internship.

Bell Shakespeare is an equal opportunity employer committed to employing a diverse staff. We believe that Shakespeare is for all, and encourage applications from, Aboriginal and Torres Strait Islander people, people with a disability, mature age workers, people from diverse cultural and linguistic backgrounds and people who are LGBTQIA+.

For further assistance regarding this process, please contact Felipe Cely.

**Contact:** Felipe Cely - Development and Events Manager: +61 2 8220 7513

**Applications Close:** Sunday 10 August 2025