

## **FAIR ADMIN INTERNSHIP APPLICATION FORM**

Thank you for your interest in interning at Sydney Contemporary, Australasia's International Art Fair.

The five day event from the **12 – 15 September 2019** (11 Sep VIP Preview), will feature a varied program of activities and will require interns with a range of skills and interests to assist in daily operations in the months leading up to and during the Fair.

To apply please complete the following form and submit to:  
Debora Ferrarini, Fair Coordinator, [debora@artfairsaustralia.com.au](mailto:debora@artfairsaustralia.com.au)

### **Essential Prerequisites**

- Availability
  - for the 3 months (July, August, September) leading up to the fair, 2 days a week
  - for the week of the fair, **9 – 15 September 2019**
- Study in any of the following: Arts discipline or related fields / Events or related fields / Marketing or PR
- High level of communication skills with the ability to liaise with a broad range of individuals
- Confidence in answering phone enquiries
- Keen interest in and/or knowledge of modern and/or contemporary art
- Competent computer skills with knowledge in Microsoft Office Suite
- Basic skills in Adobe Creative Suite, especially Photoshop
- Good grasp of social media

### **Benefits**

- Firsthand experience in event planning and management in the lead up to a large scale multi-disciplinary event
- Contact with industry leaders in the visual arts
- Exposure to the very best in visual art from Australia and overseas
- Involvement in an exciting event on the Australian Visual Arts calendar
- Complimentary entry to the Fair

**PERSONAL DETAILS:** Please print all details clearly. \* Denotes a required field.

First Name*					
Surname*					
Postal Address*			Suburb*		
City*			State*		Postal Code* <input type="text"/>
Mobile*					
Email*					
Gender*		Age*	18-25 <input type="checkbox"/>	26-35 <input type="checkbox"/>	36- 50 <input type="checkbox"/>
			51+ <input type="checkbox"/>		

Languages spoken other than English? (Please indicate fluency)	<input type="text"/>
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Please provide information on any health matters which may be relevant to your ability to undertake work assigned:

**EMERGENCY CONTACT DETAILS:**

First Name*		Surname*	
Relationship*			
Mobile*			

**EXPERIENCE:\***

Do you have previous experience in the following areas? Please tick as many options that apply:

- Visitor Services / Customer Service
- Hospitality
- Administration / Office work
- Have you worked in a cultural organisation? If so, which one?

Please provide further information on how your previous experience can assist you in this role.\*

Why would you like to intern for Sydney Contemporary 2019? \*

**Help us put a face to a name!** Attach a photo of yourself when you send your application.  
Attach File (Please note: it must be under 700KB).

**ATTACH YOUR CV.\***

**For any queries relating to interning at Sydney Contemporary, please contact:**

**Debora Ferrarini**  
Fair Coordinator  
debora@artfairsaustralia.com.au  
www.sydneycontemporary.com.au

**Sydney Contemporary**  
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