**2024 Artist Management Interns - Job Description**

Ledbury Poetry Festival is one of the most exciting poetry festivals in the world, hosting both renowned and up-and-coming poets and attracting an international audience. We are looking for interns aged 18+ to assist the Producer with artist management and the smooth running of events during this year’s festival.

**Key Duties**

* Work as part of a team including Venue Managers, to ensure that venues are ready for artists.
* Artist coordination during and around specific events. E.g. Ensuring the artist is present at the venue for the event, showing the artist where to go for soundchecking or ‘mic-ing up’, showing the artist to their seat.
* Assisting artists with any requirements during events and outside of the Hospitality area (there will be separate Hospitality volunteers).
* Assisting with artist access needs for artists with disabilities/chronic illness - Producer will brief you on this where required.
* Ensuring Rights Forms are signed by guest artists when they arrive and noting this in Ledbury Poetry’s log.
* Hosting/introducing small 20-minute festival events.
* Generally ‘mucking in’ and assisting the Producer and Venue Managers with the running of events, involving any ad hoc tasks that might arise.
* Assisting with book-signings
* Maintaining Green Room

**Person Specification**

* Works well in teams but also capable of working alone.
* Professional, efficient and organised.
* Responsible and reliable including good time-keeping.
* Approachable and able to communicate effectively and appropriately with artists.
* Preferably interested in the arts and studying a relevant subject at college or university.

Please apply for this internship by 10th May to Sabeen.Chaudhry.ledburypoetry.org.uk