**Job Title:** Producer Intern

**Type:** Paid Internship

**Duration:** 6 months

**Hours:** 16 hours per week (total of 350 hours)

**Pay:** £13.85 per hour (Total: £5,600) as a freelancer

**About the Role:**

We are excited to offer a **paid internship opportunity** as a **Producer Intern**. This role will support the development of our creative projects and performance initiatives. As part of the team, you will collaborate with key departments to manage artistic productions, coordinate project logistics, and support creative development. This is an excellent chance for someone eager to build their skills in creative and event productions.

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**Key Responsibilities:**

* **Project Production:**
* Work alongside the Artistic Director and Executive Producer to develop and manage creative projects
* Coordinate project logistics, including scheduling, budgeting, and resource allocation
* Assist in preparing production documentation and call sheets
* Support artist development and performance preparation
* **Event Management:**
* Help manage technical requirements for performances and events
* Liaise with artists, performers, vendors and technical teams
* Assist in venue selection and event coordination
* Support the execution of creative projects from concept to final performance including required license applications (Event Management Plan)
* **Administrative Support:**
* Develop and maintain project tracking systems
* Assist in preparing production budgets
* Support fundraising and partnership development efforts
* Create comprehensive project reports and documentation

**Expected Learning Outcomes:**

* Gain **CV writing** and **presentation skills** to enhance confidence for future job applications.
* Attend **networking events** to expand professional connections within the industry.
* Learn how to **adapt to a dynamic workplace environment** and understand professional expectations.
* Develop strong **time management** and **deadline management** skills.
* Understand the importance of **collaborative teamwork** and take ownership of tasks, knowing when to seek assistance.
* Gain practical skills in **production**, **event management**, **communication and leadership** skills.
* Enhance **critical thinking**, **problem-solving**, and **interpersonal skills**.

**Progression & Future Opportunities:**

Upon successful completion of the internship, there is an opportunity to transition into a **part-time employment position** with us, with an expectation of the role being **24 hours per week** at **£15 per hour**.

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**How to Apply:**

Interested candidates should submit their CV and a Cover Letter of no more than 1 page to [**neonperformingarts@gmail.com**](mailto:neonperformingarts@gmail.com)explaining why this internship interests you and the specific role.