

hillsceneLIVE Internship Program | Position Description

About hillsceneLIVE

hillsceneLIVE is an independent development program and arts festival celebrating experimental, emerging, and interdisciplinary art practices. We champion artists who take bold creative risks, challenge norms, and open space for new conversations. Our program supports the development of live and immersive works across performance, theatre, dance, sound art, spoken word, cabaret, durational performance, and those boundary-pushing works that defy categorisation.

The 2025–2026 festival season will see hillsceneLIVE evolve into a hybrid program of in-person and digital activations, delivered across the Dandenong Ranges and online.

This exciting transition allows us to engage with wider communities, foster deeper artistic relationships, and offer a festival experience that is dynamic, inclusive, and responsive to the evolving creative landscape.

Internship Overview

The **hillsceneLIVE Internship Program** provides emerging creatives, producers, arts workers, and students with hands-on experience across key areas of festival planning and delivery. The internship is designed to nurture creative leadership and professional development while offering practical engagement with the inner workings of an experimental live arts festival.

Interns join the hillsceneLIVE team in a supported capacity, contributing their skills, energy, and ideas to the production and delivery of the festival while gaining valuable insights into the arts industry.

Internship Streams

Interns are invited to focus their learning and contribution across one of the following core areas:

	Artist Producer	Audience Development & Engagement	Site Development & Technical Production	Fundraising & Project Management
Focus	<i>Producing for experimental live art forms</i>	<i>Communications, social media, marketing, and public engagement</i>	<i>Logistics, site planning, artist support, production and technical setup</i>	<i>Development, funding, sponsorship, and partnerships</i>
Skills Developed	<p>Project Management: Build skills in coordinating artistic projects from development through to delivery, working under the guidance of the Senior Producer across both in-person and digital platforms.</p> <p>Creative Producing: Learn how to support experimental artists in realising bold and boundary-pushing works, with mentorship from the Senior Producer and the hillssceneLIVE team.</p> <p>Communication & Collaboration: Develop professional communication skills by collaborating closely with artists, the Senior Producer, the festival team, and external stakeholders.</p> <p>Adaptable Event Coordination: Gain experience in producing hybrid activations (in-person and online), and learn how to</p>	<p>Copywriting, Proofreading, and Content Creation: Learn to write and edit engaging content across platforms, aligning with the festival's creative voice and aesthetic.</p> <p>Social Media Strategy and Scheduling (Instagram, Facebook, EDMs): Develop skills in planning, creating, and scheduling content across social media channels for effective audience engagement.</p> <p>Community Engagement Strategies and Audience Outreach: Build strategies to connect with local and online audiences, growing the festival's community through digital and physical interactions.</p> <p>Survey Creation, Feedback Collection, and Analysis: Gain experience in designing surveys, collecting audience feedback, and analyzing data for actionable insights and future improvements.</p>	<p>Understanding of live performance production processes: Gain hands-on experience in the full spectrum of live performance production, from concept to execution, in a festival setting.</p> <p>Communication and negotiation with artists and production teams: Develop strong interpersonal skills by liaising with artists and production teams, ensuring clear communication of creative and logistical needs.</p> <p>Site preparation, set building, and basic event logistics: Learn the intricacies of site preparation, including basic set design, building, and logistical tasks required for smooth event operations.</p> <p>Risk assessment and troubleshooting: Understand how to identify and assess potential risks during production, while developing quick troubleshooting skills for unexpected challenges.</p>	<p>Grant Writing and Funding Application Support: Learn to draft compelling grant applications and support funding proposals, gaining insight into the complexities of securing financial backing.</p> <p>Sponsorship Research and Stakeholder Communication: Develop skills in identifying potential sponsors, cultivating relationships, and effectively communicating with partners to secure funding.</p> <p>Data Collection and Reporting for Acquittals: Gain hands-on experience in gathering and analyzing festival data, ensuring accurate reporting for funding acquittals and project assessments.</p> <p>Budget Planning and Project Timeline Coordination: Build expertise in creating and managing project budgets, including monitoring expenses, and aligning project timelines with festival milestones.</p>

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	respond dynamically to evolving creative and logistical needs.	<p>Creative Campaign Ideation and Delivery: Contribute to brainstorming and executing marketing campaigns that promote festival events and artist-driven conversations.</p>		<p>Understanding of Philanthropic, Government, and Community Funding Streams: Gain a comprehensive understanding of various funding sources and their specific application processes, enhancing your ability to secure diverse financial support.</p>
Responsibilities	<p>Artist Liaison: Work alongside the Senior Producer to assist participating artists with project timelines, production needs, and communication touchpoints.</p> <p>Production Support: Support the Senior Producer in coordinating rehearsal schedules, bump-ins, tech runs, and on-site event logistics across festival sites and digital spaces.</p> <p>Documentation & Reporting: Assist the Senior Producer in gathering materials, notes, and reflections from artists for project documentation, marketing, and evaluation purposes.</p>	<p>Assist with Writing and Scheduling Digital Content: Help write and schedule engaging digital content across social media, emails, and festival platforms.</p> <p>Promote the Festival Across Education Networks, Local Communities, and Online Platforms: Support outreach to local education networks, community groups, and online platforms to expand festival visibility.</p> <p>Collaborate with Artists and the Team to Develop Content Strategies: Work with artists and the team to develop content that amplifies their work and promotes festival events.</p> <p>Support Audience Research and</p>	<p>Assist the Production Manager with equipment sourcing and inventory: Work alongside the Production Manager to ensure all equipment is sourced, tracked, and ready for use during the festival.</p> <p>Liaise with artists regarding technical needs: Act as a point of contact between artists and the production team, ensuring all technical requirements are clearly understood and met.</p> <p>Contribute to site design, installation, and bump-in/out coordination: Assist in the creative and practical aspects of site design, helping with installations and coordinating the setup and breakdown of festival venues.</p> <p>Support venue preparation and</p>	<p>Support Development of Funding Proposals and Research Potential Partnerships: Assist in researching potential funders, drafting proposals, and identifying strategic partners to help secure financial and in-kind support for the festival.</p> <p>Assist in Gathering and Managing Festival Data: Help collect, track, and manage festival data, including audience insights, program details, and evaluation feedback, contributing to project assessments.</p> <p>Contribute to Planning, Documentation, and Reporting Tasks: Work alongside the Producers to assist in festival planning, ensuring accurate and timely documentation and</p>

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	<p>Community Engagement: Support initiatives led by the Marketing and Communications Team and supported by the Senior Producer that build audience connection to artists' work, including Q&A sessions, workshops, and informal digital activations</p>	<p>Feedback Processes: Assist with creating surveys, gathering audience feedback, and analyzing responses to improve future festival strategies.</p> <p>Work Closely with the Marketing Coordinator: Collaborate on content creation, audience engagement, and reporting on campaign performance.</p>	<p>debriefs as needed: Provide support during venue preparation and assist with debriefs post-event to ensure smooth operations and feedback collection.</p>	<p>comprehensive reports for funders and stakeholders.</p> <p>Work Closely with Festival Producers on Sustainability Planning: Collaborate with the Festival Producers to develop strategies for ensuring the long-term sustainability of the festival, focusing on financial and environmental considerations.</p>

Commitment and Timeframe

Total Hours: Approx. 100 hours, spread over the festival cycle.

This includes:

- Attending regular team meetings
- Fortnightly contributions to your focus area (on-site or remote)
- Participation in key delivery periods (e.g. bump-in, festival weekend, bump-out)
- Completing a short reflective summary of your experience to support future planning

Workload may intensify in the weeks prior to the festival, but we are committed to working with each intern to ensure the internship is manageable and balanced with study, life, and creative commitments.

What You'll Receive

- **Professional development:** Learn from experienced artists and producers
- **Networking:** Meet and collaborate with local, interstate, and international artists
- **Skill-building:** Develop skills in festival production, communications, arts admin, and more

- **Mentorship:** Receive guidance and feedback throughout the internship
- **Creative input:** Play an active role in shaping and supporting a vibrant arts event
- **Recognition:** A certificate of participation and documented reference upon request

What We're Looking For

- A keen interest in experimental art, festivals, or creative industries
- Strong communication and time management skills
- Ability to work independently and collaboratively
- A willingness to learn, contribute, and get involved at all levels
- Passion for building inclusive and imaginative cultural experiences

How to Apply

If you're interested in joining the hillsceneLIVE Internship Program, please email hello@hillscenelive.com with answers to the following questions:

1. Tell us a little about yourself and your creative practice or interests.
2. Why are you interested in joining the hillsceneLIVE team?
3. What area(s) of the internship are you most drawn to and why?
4. Are there any time periods you are unavailable during the next 16 months?
5. (Optional) Do you have any links to your work or social profiles you'd like to share?

Or fill in the online form: <https://forms.gle/spkpRGvFuo7GRE4V8>

We encourage applications from creatives of all disciplines, backgrounds, and experiences – especially those underrepresented in the arts. Let us know if you have any access requirements or considerations we should be aware of.