



INTERN FOR OPERATIONS AND PRODUCTION

Join CHART as the Intern for Operations and Production, assisting and reporting to the Operations Manager, Artistic Programming Manager and the Community Manager.

As the Intern for Operations and Production, you will take part in the planning, organizing and execution of CHART 2016, including CHART ART FAIR, CHART SOCIAL and CHART DESIGN. The position will offer an insight into the daily production and operational tasks required for such an event and will afford you a great deal of influence and use of your unique skillset. CHART is an evolving organization with a tight-knit small team overseeing a diverse array of projects, which you will have the chance to leave your mark on.

Your responsibilities will include:

- Help formulating the yearly planning/production schedule.
- Handling hands-on tasks in the execution of production.
- Assisting productions planning.
- Evaluation after CHART.
- Assisting print production processes.
- Ongoing contact with our commercial partners (see www.chartartfair.com for info).
- Communications with graphic design bureau.
- Some ad hoc should also be expected as it is from everyone.

Requirements:

- Fluent proficiency in both Danish and English.
- Computer literacy encompassing strong familiarity with the Adobe and Microsoft Office packages.
- A can-do and enterprising attitude.
- Good communication and team working skills.

The position will require 15 hours/week.

As CHART will take place August 26th – 28th, we need an intern that can start as soon as possible.

We will review applications starting today, so we encourage you to apply as soon as possible to Jamiee, Architect and Artistic Manager, at Jamiee@chartartfair.com.

We look forward to hearing from you.

Best wishes,

CHART