



ann arbor summer festival

The Ann Arbor Summer Festival is an exhilarating celebration of performing arts, outdoor entertainment, and community spirit. A boutique music and arts festival, the three-week gathering offers dozens of performances, activities, exhibitions, and screenings representative of the best in music, dance, comedy, film, circus and street arts, and family entertainment.

The Ann Arbor Summer Festival internship program offers meaningful, on-the-job experience for college students and recent graduates who are interested in pursuing careers in arts management and live event production. Festival internships offer a wide range of hands-on experiences and networking opportunities for aspiring arts professionals.

Title of Position: Development Intern
Location: Ann Arbor, MI
Web Site: A2SF.org
Commitment: 4-6 months, unpaid internship

Festival Dates: June 9-July 4, 2017
Flexible Start Date: February 2017
Tentative End Date: July 8, 2017
Pre-Season Hours: 10-15 hours per week, flexible schedule
6/5 - 7/4 Hours: 15-25 hours per week, set schedule
Reports To: Heather Steenrod, Development Director

Summary Description:

The Development Intern will gain experience in nonprofit development and management by assisting and shadowing the development team with events planning and management, researching prospective donors, stewarding existing donors, and solicitation strategizing both prior to and during the festival season.

Duties Include:

- Research potential supporters including corporations, foundations and individuals
- Help maintain database with supporter and prospect information
- Assist in solicitation strategizing for select fundraising mailings
- Assist with the planning and execution of two major donor events during the season
- Assist with the management of the festival's Young Professionals Program
- Document and promote festival activity through social media and grassroots marketing
- Represent the festival while interacting with community organizations and the general public
- Complete a short post season wrap report, summarizing activities and suggesting improvements
- Participate in career development activities
- Participate in other rotational on-site opportunities and staff shadowing
- Provide additional administrative support

Requirements:

- Excellent written and verbal communication skills in a deadline based environment
- Strong interpersonal skills and willingness to work with a diverse community
- Strong organizational skills and attention to detail
- Comfortable assisting with crowd control and interacting with festival VIPs
- Ability to manage multiple projects with competing deadlines, under minimal supervision
- Proficient in a Mac OS environment
- An interest in non-profits and experience with the arts and entertainment field

Submission:

Please submit a resume with references and brief cover letter stating availability to Heather Steenrod at steenrod@a2sf.org

- Candidates are asked not to request submission status. If your qualifications match current openings, you will be contacted directly
- Position will remain open until filled