



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 nearly four-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, professional development, networking opportunities, and research projects for aspiring arts professionals.

Title of Position:	Community Engagement Intern
Location:	Ann Arbor, MI
Web Site:	A2SF.org
Commitment:	4-6 months, volunteer internship with honorarium provided
Festival Dates:	June 8-July 4, 2018
Flexible Start Date:	February/March 2018
Tentative End Date:	July 8, 2018
Pre-Season Hours:	10-12 hours per week, flexible schedule
6/5 - 7/4 Hours:	15-25 hours per week, set schedule
Reports To:	Programming and Operations Manager

Summary Description:

The Community Engagement Intern will gain experience in community relations and engagement by assisting with the promotion and management of festival ticketing programs, supporting volunteer program and marketing outreach efforts.

Duties Include:

- Assist the Community Engagement Committee in the recruitment of corporate volunteer teams
- Assist the Volunteer Coordinator with volunteer scheduling, training and nightly management
- Organize festival street-team marketing
- Coordinate and manage the festival's ticket programs, including significant outreach and relationship building with festival partners, student groups, young professionals, charitable and social service organizations, and advance logistics and ticket distribution.
- 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 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 participants
- 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 an online application, including your resume and cover letter, at <http://a2sf.org/jobs-and-internships>

- 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