



## 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.

<b>Title of Position:</b>	<b>Marketing and Design Intern</b>
<b>Location:</b>	<b>Ann Arbor, MI</b>
<b>Web Site:</b>	<b>A2SF.org</b>
<b>Commitment:</b>	<b>4-6 months, volunteer internship with honorarium provided</b>
<b>Festival Dates:</b>	<b>June 8-July 4, 2018</b>
<b>Flexible Start Date:</b>	<b>February/March 2018</b>
<b>Tentative End Date:</b>	<b>July 8, 2018</b>
<b>Pre-Season Hours:</b>	<b>10 hours per week, flexible schedule</b>
<b>6/5 - 7/4 Hours:</b>	<b>20-30 hours per week, set schedule</b>
<b>Reports To:</b>	<b>Kari Landry, Marketing &amp; Programs Manager</b>

### Summary Description:

The Marketing and Design Intern will gain experience in non-profit marketing and branding through print & digital graphic production, website content creation, and social media, digital, and grassroots marketing initiatives.

#### Graphic Design Duties

- Produce online, print, and video materials that reflect a consistent brand identity
- Execute various forms of print media including brochures, posters, flyers, postcards, ads and signage
- Assist in the design of email promotions and newsletters
- Build and update website content
- Process and edit images

#### Marketing Duties

- Social media, mobile app, and website content creation
- On-site social media creation & content management
- Promote festival events in online news outlets, events calendars, social media, & print materials
- Gather web statistics and assist online advertising campaigns for Google AdWords, & Facebook Ads

#### Additional Duties

- 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 opportunities and staff shadowing
- Provide additional administrative support

### Requirements:

- Eye for detail and ability to work in a fast-paced environment
- Ability to manage multiple projects with competing deadlines, under minimal supervision
- Proficient in proof reading, editing, punctuation, and grammar
- Experience with Adobe InDesign, Photoshop, Illustrator, HTML & WordPress, & Mac OS
- Extensive experience with social networking sites, including an eye for basic photography and videography
- 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