



## ann arbor summer festival

The Ann Arbor Summer Festival is an eclectic, dynamic, and far-reaching celebration of performing arts, outdoor entertainment, and community spirit. The nearly four-week gathering offers dozens of performances, activities, exhibitions, and screenings representative of the best in music, dance, contemporary circus, public radio shows, comedy, film, spectacle, street arts, and family entertainment. The festival's mission is to present a world-class celebration of arts and entertainment that enriches the cultural, economic, and social vitality of the region.

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: Operations Intern  
Location: Ann Arbor, MI  
Web Site: A2SF.org  
Commitment: 4-6 months, volunteer internship with honorarium provided

Festival Dates: June 14 through July 7, 2019  
Start Date: March 1, 2019  
Tentative End Date: July 19, 2019 based on business/personal needs  
Pre-Season Hours: 10-15 hours per week, flexible schedule  
In-Season Hours (6/3 - 7/7): 15-25 hours per week, set schedule  
Reports To: Programming and Operations Manager

### Summary Description:

The Operations Intern will gain experience in all facets of live-event production, event management, and festival operations by assisting with extensive pre-event planning and the onsite management of special attractions and front of house operations.

### Duties Include:

- Advance nightly event details and contract execution through DocuSign with festival artists, partners, and vendors prior to season
- Create and maintain nightly event production schedules
- Update and maintain seasonal tracking documents, calendars, and training tools
- Support seasonal staff in the load in/out and daily operation of Top of the Park
- Assist with the onsite event management of special attractions, and Top of the Park volunteer and front of house programs.
- 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 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