



## 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: Development Intern

Location: Ann Arbor, MI

Web Site: A2SF.org

Commitment: 4-5 months, volunteer internship with honorarium provided; school credit possible

Festival Dates: June 12 through July 5, 2020

Start Date: March 20, 2020

Tentative End Date: July 17, 2020, 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

Post-Season Hours (7/6-7/17): 10-15 hours per week, flexible schedule

Reports To: Development Director

### Summary Description:

The Development Intern will gain hands-on experience in nonprofit development and management by assisting with event planning and management for donors, researching donor prospects, stewarding existing donors, and coordinating benefit implementation and communication with festival sponsors.

### Duties Include:

- Research potential supporters including corporations, foundations, and individuals
- Help maintain a database with supporter and prospect information
- Assist with the planning and execution of donor events during and before the season
- Assist with the management of the festival's Young Professionals Program, "Perks & Rec"
- Promote and document festival activity through grassroots marketing Street Team
- 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 VIPs
- Ability to manage multiple projects with competing deadlines, under minimal supervision
- Proficient in a Mac OS environment
- Strong interest in nonprofits 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