



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: Programs 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: Programming & Operations Manager

Summary Description:

The Programs Intern will gain experience in community cultivation and artistic/educational programming by assisting with the programming, planning, and management of the mind and body events of the nightly Retreat Series at Top of the Park, the Festival Footprint Zero Waste Initiative Volunteer Program, and supplemental workshops associated with the Festival's other series.

Duties Include:

- With Festival staff, program and contract the 2020 Retreat activities at Top of the Park and 2020 workshops
- On-site Retreat series management
- Manage the Festival Footprint Zero Waste Initiative Volunteer Program
- Build connections with community organizations, sponsors and partners
- Advance nightly event details and artist contracts prior to the start of the festival
- Assist with pre-event logistics including preparing materials and transport supplies to events
- Assist with post-event logistics, follow-up, payment, communication, and correspondence
- Promote and document festival activity through grassroots marketing Street Team
- Represent the festival while interacting with community organizations, visiting artists, 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