



## Ann Arbor Summer Festival

# A2SF Operations Internship 2021

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.

We anticipate interns working primarily virtually for 2021. However, we do plan on socially-distanced live events in May and June that adhere to the latest public health guidelines and mandates. Additionally, we launched virtual programming in 2020 that we will bring forward into 2021.

**Title of Position:** Operations Intern

**Location:** Ann Arbor, MI

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

**Start Date:** March 19, 2021

**Tentative End Date:** July 16, 2021, based on business/personal needs

**Festival Dates:** June 2 through July 4, 2021

**Pre-Season Hours:** 10-15 hours per week, flexible schedule

**In-Season Hours (6/2 - 7/6):** 15-25 hours per week, set schedule

**Post-Season Hours (7/7-7/16):** 10-15 hours per week, flexible schedule

**Reports To:** Programming & 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. This position is the primary support for the Annex, a venue at Top of the Park that houses performances, educational experiences, civic conversations, and youth-featured programming. Programming will be a hybrid of in-person and digital offerings depending on local government guidelines and best practice.



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### **Duties Include:**

- Advance nightly event details and contract execution through Docusign with Festival artists, partners, and vendors prior to the season
- Create and maintain nightly event production schedules in Google Docs
- Update and maintain seasonal tracking documents, calendars, and training tools
- Support seasonal staff in the load in/out and daily operation of outdoor venues
- Serve as primary nightly support staff for the Annex, a venue at Top of the Park
- Assist with the onsite event management of special attractions, and outdoor venue volunteer and front of house programs
- 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 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
- Stage management or production management experience a plus
- 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
- The position will remain open until filled