



Ann Arbor Summer Festival

A2SF Community Engagement 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: Community Engagement 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: Marketing & Communications Manager

Summary Description:

The Community Engagement Intern will gain experience in community relations and engagement by assisting with the promotion and management of Festival ticketing programs, supporting the volunteer program, and marketing outreach efforts.



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Duties Include:

- Assist the Community Engagement Committee in the recruitment of corporate volunteer teams
- Assist the outdoor venue Front of House Manager with volunteer scheduling, training, and nightly management
- Organize and participate in Festival Street Team Marketing
- Coordinate and manage the Festival's ticket programs, including attendee lists, significant outreach and relationship building with Festival partners, student groups, charitable and social service organizations, and advance logistics and ticket distribution.
- Document and promote Festival activity through social media and 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
- Collaborating with Marketing & Design Intern on outreach efforts
- Attend Community Engagement Committee meetings
- Participate in 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 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