



Ann Arbor Summer Festival

A2SF Digital & Zero Waste Programs 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: Digital & Zero Waste Programs 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 Digital & Zero Waste Programs Intern will gain experience in coordinating volunteers, community partners, and artistic/educational programming by assisting with the programming, planning, and management of the mind and body events of the nightly outdoor Retreat Series traditionally at Top of the Park, the Festival Footprint Zero Waste Initiative Volunteer Program, and workshops associated with the Festival's other series and initiatives. Additionally, this role will gain experience in video production and live streaming of events as we continue to offer alternative digital 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:

- With Festival staff, program and contract the 2021 Retreat Series traditionally at Top of the Park and 2021 workshops
- On-site Retreat series management
- Edit video and audio and work with Marketing and Operations to live stream certain events
- 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, including Adobe Premiere Pro and Audition
- 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