



**TAKE IT ALL IN.**

Ann Arbor Summer Festival (A2SF)  
210 Huronview Blvd, Ann Arbor, MI 48104  
a2sf.org // 734-994-5999

Position: Administrative Assistant (Part Time)  
Salary: \$21-24/hr  
Approximately 20-30hr/week, flexible schedule

### Organizational Profile

A2SF is a multidisciplinary performing arts presenter whose mission is to present a world-class celebration of arts and entertainment that enriches the cultural, economic, and social viability of the region. A2SF champions performing arts, outdoor entertainment, and community spirit. In addition to a nearly four-week festival each June that attracts a diverse audience of over 80,000 people and offers over 200 concerts, art exhibitions, kids activities, spectacle, and film screenings, A2SF presents compelling experiences throughout the year.

### Position Overview:

A2SF seeks a collaborative, detail-oriented, part-time Administrative Assistant. This position will be a valuable member of a four-person collaborative team. This position will work under the supervision of the Executive Director and provide broad office and program support to ensure efficient day-to-day operations and a successful annual performance season each year.

### Responsibilities include:

- Office administration including meeting packet preparation, database entry, calendar management, mailings, and general correspondence
- Seasonal production support including coordination of vendors, cost estimating, production schedule, employee onboarding, signage production
- Program support including partner outreach, and research.

### Required Qualifications:

The successful candidate will have an Associate's Degree or an equivalent combination of education and experience, interest in the performing arts and live events, and the ability to work with a broad cross-section of people. Additionally, the successful candidate will be/have:

- High School Diploma
- Technology savvy and comfortable working in a Mac environment, highly proficient in Microsoft Office and Google (Gmail/Docs) software
- Excellent verbal and written communication skills
- Strong interpersonal skills and willingness to work with a diverse community
- Organized with a strong attention to detail
- Ability to manage multiple projects with competing deadlines, under minimal supervision
- Ability to work evening and weekend hours during A2SF's summer season (mid-June to mid-July including the July 4 holiday)
- Valid driver's license



To Apply:

Please email your resume as a single page PDF to [jobs@a2sf.org](mailto:jobs@a2sf.org) for consideration. Please introduce yourself, note any pertinent information, including schedule availability in the email body. No additional cover letter is required.

Candidates are asked not to inquire about submission status. If your qualifications match current openings, you will be contacted directly. Position will remain open until filled.

Join our team

A2SF is committed to being an inclusive workplace as well as increasing diversity in our team. We especially encourage applications from people of color, women, persons with disabilities, LGBTQ people, and others who may contribute to further diversification of ideas. We are an EOE/AA employer dedicated to fair and inclusive employment practices for all individuals.