

SUMMER OF THE ARTS
POSITION DESCRIPTION: PRODUCTION & PERFORMER RELATIONS INTERN
HYBRID INTERNSHIP: REMOTE AND IN-OFFICE

Position Summary: The Production and Performer Relations Intern works with leadership and assists with the management of all preparations for all of our Summer of the Arts festivals. This dynamic role will be responsible for, but not limited to, communicating with performers, using creative marketing methods to promote Summer of the Arts performers and festivals to the community while never losing sight of Summer of the Arts' mission to provide free, inclusive, family-friendly access to the arts for the community in which we live and serve.

Hours: This internship is 6 hours per week, with more hours during festival weekends. Internships run February through August. Must be available the weekends of June 4-6 and July 2-4. The internship will be a hybrid model, beginning as a remote internship in February-April, with an in-person commitment of 1 shift per week. This will, of course, depend on future COVID-19 activity.

Compensation: This is an unpaid internship; we highly encourage students to take the internship for academic credit. There will be a *Getting to Know Nonprofits* workshop series and networking opportunities offered throughout the internship.

Essential Duties and Responsibilities

Performer Relations

- Help with contract management and performer communications
- Track performer information
- Coordinate performer information/bios/photos for use on website and social media; work with Communication and Social Media Marketing interns to promote performers in a timely manner
- Work with Production Director regarding performer hospitality requests

Performer Operations:

- Create performer logistics binder for each festival
- Assist backstage hospitality coordinators by making sure the backstage area is stocked with appropriate items
- Prepare hotel check-in welcome baskets for performers
- Coordinate poster autographs and photos
- Coordinate display of band sponsor banners in front of the stage at appropriate times
- Assist with load-in and out of performer equipment as needed

Knowledge, Skills and Qualifications:

- Motivated self-starter with good time management and organizational skills; strong on follow-through
- Excellent verbal and written communication skills; an effective listener and team player
- Ability to manage multiple tasks and assignments and meet deadlines in a fast-paced work environment
- Strong degree of integrity and highly ethical approach to all aspects of assigned responsibilities
- Knowledge of software including Microsoft Office suite
- Knowledge of standard software including Microsoft Office suite
- Experience in event or arts management, marketing, communications, or public relations preferred

Outcomes

- Develop and/or strengthen industry-appropriate skills
- Problem-solve in the moment / think on your feet in the office and at festivals
- Professionally and respectfully communicate in person and in writing
- Understand nonprofit structures, organizing principles, and the impact we have on the Iowa City community

Position reports to: Lisa Barnes, Executive Director

Email cover letter, resume, and portfolio (if applicable) to:

Lisa Barnes: lisa@summeroftheARTS.org

Andrea Truitt: andrea@summeroftheARTS.org