

Title: Artist & Event Services Intern

Status: Seasonal

Reports to: Artist & Event Services Manager

Works with: Festival Staff, Incoming Company staff members

Dates: 5/22/12 – 8/30/12

Responsibilities:

**Four Artist Services Interns assist the Operations staff in the day-to-day** management of a multi-venue dance festival and are responsible for a wide variety of logistics associated with artist services, special events, campus management and customer service. Artist Services Interns rotate between four assignments throughout the internship: Inside/Out, Campus Management, Special Events, and Artist Services. During the Inside/Out rotation, interns will be the point person for all logistics regarding Inside/Out performers for that week - from housing needs to coordinating technical needs with the Production Department. Artist service rotation duties include coordinating artist hospitality, housing and transportation and welcoming our traveling artists, faculty, scholars and students. Special Events responsibilities include the being liaison between Marketing, Development, Dining Services and Operations in the preparation, set up and break down of all internal and external events as well as assisting with all outside group related activities like tours and offering on-site dining options. Campus Management responsibilities include helping the grounds remain clean and presentable, ensuring patron comfort and safety and implementing minor repairs and improvements. In addition, Artist Services interns will assist the implementation of Special Events, from set up of tables, chairs, and portable sound systems, to operating sound equipment during events. Customer Service tasks include answering general inquiries, assisting disabled patrons, and directing parking. There are also many administrative duties including data entry and maintenance, resource scheduling and tracking and participation in various research projects. In short, the Operations Team works with all departments to make sure all aspects of Festival and campus life run smoothly.

Qualifications:

Candidates must demonstrate a genuine interest in company, stage or event management. They should be detail-oriented, be confident in a public leadership role, organized and efficient at multi-tasking. They must be able to work long hours through frequent interruptions, lift up to 50 pounds, tackle projects both independently and collaboratively and have excellent customer service skills. Secondary language fluency a plus. A successful candidate must be able to do all of this while maintaining a positive attitude and a sense of humor.

For full job descriptions and to apply please visit  
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