



COMMUNITY ENGAGEMENT INTERNSHIP

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.

The A2SF 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. A2SF internships offer a wide range of hands-on experiences, professional development, networking opportunities, and research projects for aspiring arts professionals.

Commitment: 4-5 months, volunteer internship with honorarium provided; school credit possible

Reports To: Marketing & Communications Manager

Start Date: March 15, 2024

Tentative End Date: July 5, 2024, based on business/personal needs

Festival Dates: June 14 - 30, 2024

Pre-Season Hours: 10-15 hours per week, flexible schedule

In-Season Hours (5/20 - 7/3): 15-25 hours per week, set schedule

Postseason Hours (7/1-7/3): 10-15 hours per week, flexible schedule

A flexible schedule with the opportunity for some remote work will be possible pre-season (March - April) at the discretion of your supervisor. In-season (May - July) work must be performed in-person/on-site.

Summary Description:

The Community Engagement Intern will gain experience in community relations and engagement by recruiting and managing A2SF volunteers, assisting with the promotion and management of ticketing programs, and supporting marketing outreach efforts.

Duties Include:

- Attend Community Engagement Committee meetings and assist the committee with the recruitment of corporate volunteer teams
- Assist the outdoor venue Front of House Manager with volunteer scheduling, training, and nightly management
- Coordinate and manage the ticket programs, including attendee lists, significant outreach and relationship building with A2SF partners, student groups, charitable and social service organizations, and advance logistics and ticket distribution.



TAKE IT ALL IN.

- Document and promote A2SF activity through social media and grassroots marketing Street Team
- Coordinate partnership communications and local community outreach for *Live Here Now* satellite event series
- Support *Live Here Now* events by helping load-in and load-out equipment as needed and interacting with the public at the Front of House table
- Represent A2SF 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
- As needed, attend and support events prior to opening at Top of the Park, including *debut*
- 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 interacting with the public
- 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.