OPERATIONS 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: Associate Director
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 Operations Intern will gain experience in all facets of live-event production, event management by assisting with extensive pre-event planning and the onsite management of A2SF events and front of house operations. This position is the primary support for the Annex, a venue at Top of the Park that houses performances, educational experiences, civic conversations, and youth-featured programming.

Duties Include:
- Execute contracts and agreements through Docusign with A2SF artists, partners, and vendors prior to the season
- Create and maintain nightly event production schedules in Google Docs and advance nightly event details
- Update and maintain seasonal tracking documents, calendars, and training tools
- Support seasonal staff in the load in/out and daily operation of outdoor venues

- Serve as primary nightly support staff for the Annex
- Assist with the onsite event management of special attractions, and outdoor venue volunteer and front of house programs.
- As needed, support events prior to opening at Top of the Park, including the *Live Here Now* community outreach event series and *debut*
- Document and promote A2SF activity through social media and grassroots marketing Street Team
- 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
- Participate in rotational opportunities and staff shadowing
- Support pre-season events such a *debut*
- 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 A2SF participants
- Ability to manage multiple projects with competing deadlines, under minimal supervision
- Stage management or production management experience a plus
- 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
- The position will remain open until filled