



## PROGRAMS INTERN

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 Programs Intern will gain experience in developing artistic/educational events by assisting staff with the programming, planning, and onsite management of the nightly outdoor Retreat Series (mind/body events), and other A2SF series and initiatives. This role will also gain experience in live audio production and community partnerships.

### Duties Include:

- With A2SF staff, program, contract, and provide onsite management of the Retreat Series and other workshops and events as assigned
- Build connections with community organizations, sponsors and partners
- Advance nightly event details and artist contracts prior to the start of the festival
- Assist with pre-event logistics including preparing materials and transport supplies to events



**TAKE IT ALL IN.**

- Assist with post-event logistics, follow-up, payment, communication, and correspondence
- 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, visiting artists, 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
- 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
- Proficient in a Mac OS environment
- Experience in Adobe Premiere Pro and Audition helpful but not necessary
- 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