



OPERATIONS INTERNSHIP

About A2SF

A2SF is a multidisciplinary performing arts presenter whose mission is to present arts and entertainment that enrich the cultural, economic, and social vitality of the region. A2SF champions performing arts, outdoor entertainment, and community spirit. In addition to a multi-week festival each June that brings together thousands of people and offers hundreds of free concerts, art exhibitions, family-friendly activities, special attractions, and film screenings, A2SF presents the best in live events throughout the year.

About the Internship Program

The A2SF internship program offers meaningful, hands-on experience for college students and recent graduates interested in careers in arts management, live event production, nonprofit administration, and community-centered programming. Interns develop professional skills through project-based work, staff shadowing, networking opportunities, and structured career development activities. All internships are volunteer positions with an honorarium provided; school credit is also possible.

Commitment: 4–5 months

Reports To: Associate Director

Start Date: March 13, 2026

Top of the Park Dates: June 12 - June 28, 2026

Provisional End Date: July 13, 2026, based on business/personal needs

Status: Volunteer internship with honorarium; school credit possible

Pre-Season Hours (March-April): 10–15 hours/week (flexible; remote work possible at supervisor discretion)

Pre-Season Hours (May): 15–20 hours/week (flexible; remote work possible at supervisor discretion)

In-Season Hours (June): 20–25 hours/week during this period (on-site required)

Post-season Hours: 5–10 hours/week (flexible)

A flexible schedule is available during the pre-season (March–April). In-season (May–July) work must be performed in person at Top of the Park and other event sites.

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

- Create and maintain nightly event production schedules in Google Docs
- Advance nightly event details of the Annex
- Serve as primary nightly support staff for the Annex in season
- Update and maintain seasonal tracking documents, calendars, and training tools
- Participate in street team dissemination of calendars and posters to local businesses
- Support seasonal staff in the load in/out and daily operation of outdoor venues
- Assist with the onsite event management of special attractions, and outdoor venue volunteer and front of house programs.
- Support pre-season events such as the A2SF annual fundraiser, *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
- 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 nonprofits 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