



## PROGRAMS INTERN

### 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 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 Retreat event details and artist contracts prior to the start of the festival
- Participate in street team dissemination of calendars and posters to local businesses
- Assist with pre-event logistics including preparing materials and transport supplies to events
- Assist with post-event logistics, follow-up, payment, communication, and correspondence
- 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, 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 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
- Position will remain open until filled