



## 2019 Great Lakes Chamber Music Festival Internships Job Description

The Great Lakes Chamber Music Festival occurs for two weeks each June, with 20+ concerts presented throughout southeast Michigan. Since its inception in 1994, the Festival has brought a rotating contingent of world-class musicians to metro Detroit, creating an event of national significance. Under the leadership of Artistic Director Paul Watkins, the 2019 Festival runs from June 15-30.

The Great Lakes Chamber Music Festival announces the following internship position for the 2019 Festival season:

- **Marketing & Audience Engagement Intern**

Details and the job description are listed below. Please visit [www.greatlakeschambermusic.org](http://www.greatlakeschambermusic.org) for more information on the Festival and its artists.

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### Internship Program Details

#### Professional Development

In addition to administrative tasks, interns will participate in Arts Management Information Sessions (AMIS) with each member of the Festival staff to learn more about their roles within the organization and their educational background. Interns will have the opportunity to ask each staff member for advice about working in the arts administration field.

Other opportunities for professional development include mock interviews with Board members, networking events and staff professional development seminars.

#### Documentation Requirements

Interns are asked to compile a work sample portfolio and maintain a project list during the work period. You will also meet with your supervisor(s) for mid-term and final reviews to discuss challenges/successes and your overall experiences.

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### Marketing & Audience Engagement Intern

**Time commitment:** May 1, 2019, to July 12, 2019. Approximately 24 hours/week in May and 40/week in June. Must be available to work weeknights and weekends June 15-30.

**Job Summary & Responsibilities:** Reports to Marketing Associates, Director of Development and Internship Program Director. Responsibilities include:

- Developing and implementing strategies to increase ticket sales and Festival visibility;
- Managing front of house duties at events;
- Assisting in social media and digital marketing campaigns;

- Maintaining calendar of social media messages and postings;
- Supporting Creative Supervisor in production of printed and press materials as needed;
- Identifying appropriate locations for advertisements and distributing promotional materials;
- Generating reports on various marketing performance metrics and key performance indicators
- Training volunteers on ticketing procedures at events;
- Creating and managing concert sponsor and promotional slide show;
- Assisting with concert enhancements, concert setup and volunteer coordination;
- Managing the Festival merchandise displays, inventory, and sales;
- Processing phone & mail orders from patrons and donors;
- Monitoring analytics to identify trends and opportunities;
- Creating, analyzing, and updating reports using a mix of Excel and other analytical tools;
- Performing Subscription renewal calls;
- Supporting Development projects as needed pertaining to benefactor, sponsor and hosts;
- Providing clerical support in the Festival office, including assistance with development mailings, and;
- Other tasks as assigned.

**Qualifications:** Applicants should have a strong interest in the field of arts administration and/or marketing, and knowledge of chamber music is preferred. Those currently enrolled in music business/administration degree programs are encouraged to apply. Excellent communication and problem-solving skills are required, as well as keen attention to detail and organizational skills. A personal laptop computer is required. Reliable transportation and a valid driver's license are both required. During the internship period, personal transportation will be used. Candidates must be able to work all hours listed, including evening and weekend hours.

**Compensation:** \$1,000 stipend. Course credit is possible if the student wishes to pursue and provides appropriate paperwork (credit not required.)

### **Application Process**

**To apply for an internship, please submit the following:**

- Completed application, found at [greatlakeschambermusic.org/about/job-opening](http://greatlakeschambermusic.org/about/job-opening)
- Current resume
- One Letter of Recommendation from someone knowledgeable of your work ethic and experience
- Writing work sample

**Submit all materials via mail or e-mail to:**

Great Lakes Chamber Music Festival  
 Attn: Internships  
 24901 Northwestern Highway Suite 312  
 Southfield, MI 48075  
 Email: [tooson@art-ops.org](mailto:tooson@art-ops.org)

**Questions?** Contact Chloe at [tooson@art-ops.org](mailto:tooson@art-ops.org) (No phone calls please!)

**All application materials must be received by Friday, April 1, 2019.**