



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:

- **Production & Artistic Intern**

Details and the job description are listed below. Please visit www.greatlakeschambermusic.org for more information on the Festival and its artists.

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 professional 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 seminar.

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 overall experience.

Production & Artistic 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 in June.

Job Summary & Responsibilities: Reports to the Operations & Events Associate and Internship Program Director. Intern responsibilities include:

- Acting as primary liaison between Festival artists and staff
- Setting up and staffing rehearsals and concerts;
- Setting up and breaking down the stage before, during and after concerts;
- Compiling minutes for the Festival repertoire;
- Compiling and distributing artist folders;
- Transporting equipment to and from concerts;

- Assisting with artist arrivals, departures, and hospitality arrangements for artists;
- Informing Festival participants of rehearsal and concert schedules; and
- Other tasks as assigned.

Qualifications: Applicants must have a strong musical background and desire to gain experience in the field of arts administration. Those enrolled in music business/administration or performance degree programs are encouraged to apply. Candidates should have excellent communication and problem-solving skills, organizational skills, professional demeanor with artists, and the ability to work in a fast-paced environment. A personal laptop is highly recommended. Reliable transportation and a valid driver's license are required. Applicants must be comfortable operating a large vehicle such as a pick-up truck or van and should be prepared to use their own personal vehicle. Candidates must be able to work all hours listed, including evening and weekend hours. Heavy lifting up to 50 pounds is required.

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-openings
- Current resume
- One Letter of Recommendation from someone knowledgeable of your work ethic and experience

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

Questions? Contact Chloe at tooson@art-ops.org (No phone calls please!)

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

Testimonial from a Past Festival Intern

During my time at Great Lakes, I learned more than I ever could have hoped for. The organization is run from a welcoming and professional staff, which is the perfect environment for growth. Because of the size of the organization, I was able to take on projects from every department to get the full experience of a true nonprofit. I was able to develop skills and make connections with artists that shared the same passions that I do. As an intern, I was welcomed as another staff member and given responsibilities towards larger projects that I was able to collaborate with others on. Overall, I really enjoyed my experience with ArtOps.

– **Bronté S., Intern during the 2018 Festival**